



1021 D Street - Lincoln, NE 68502 USA
Phone: (402) 420-6080 Fax: (888) 475-6044
Email: info@onecert.com Web site: www.onecert.com

Organic Certification Specialist – Processing and Handling

Diversity improves all systems

Organic farms thrive on biological diversity. Organizations flourish when they are diverse and inclusive.

OneCert is an equal-opportunity employer that is committed to promoting a diverse and inclusive workplace. We welcome applications from qualified individuals regardless of race, color, national origin, gender, gender identity, religion, age, physical or mental disability, political beliefs, sexual orientation, veteran status, marital/family status, or other factors protected by law. The basis for selection will be talent, skills, and qualifications that match the position being offered.

Job Description: A Certification Specialist reviews applications and inspection reports of new applicants and continuing operations for certification as an organic product handler, processor, trader, or retailer. This includes but is not limited to review of labels, product formulations, ingredient suppliers, food additives, production methods, equipment sanitation procedures, facility pest control plans, and audit trail documentation for compliance to the USDA National Organic Program regulations and applicable international requirements. The specialist will also gather information by phone, email, and reference materials. Certification Specialists also have the opportunity to observe and conduct organic inspections.

This position takes about a year to fully master, so only apply if you are making a multi-year commitment.

Location: Our office is headquartered in Lincoln, Nebraska and our employees work remotely from seven different states. Applicants must be living in and eligible to work in the USA.

Required Qualifications: B.S. or B.A. degree or higher and/or comparable experience in related fields such as food science, chemistry, law, accounting, food processing, quality assurance, or similar.

- Competency with email, word processing, spreadsheets, databases, and other computer applications.
- Ability to work collaboratively with a team of reviewers/inspectors.
- Self-motivated and able to work independently.
- Exceptional communication and writing skills.
- Outstanding organizational skills and attention to detail.
- Ability to logically solve problems under pressure.
- Ability to work with people of various cultural backgrounds and languages.
- Ability to multi-task in a busy environment.

Desired:

- Experience with organic regulations or organic industry.
- Experience conducting organic inspections.

Compensation: Commensurate with experience. Benefits include paid time off, health insurance, and Simple IRA with company match.

To apply: Submit cover letter, resume, and three professional references to jobs@onecert.com. Incomplete applications will not be considered.

About OneCert: A privately owned certification agency, OneCert, Inc. has been accredited by the USDA since 2003. OneCert's goal is to provide the best value in organic certification services by hiring and training staff to meet customer expectations. We are known for our dedication to the integrity of the organic label.