

## Job Description

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**Title:** Inspector  
**Division:** Food and Agriculture  
**Program/Department:** Organic/703c  
**Reports to:** Technical Manager, Organic  
**FLSA Status:** Exempt  Non-exempt   
**Travel Required:** Yes  
**Position Type:** Full time  Part-time  Contract   
**Location:** Continental US

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### Summary

The Organic Inspector is responsible for conducting audits in accordance with organic and quality management systems. The Organic Inspector will complete on-site and remote audits for SCS to both the organic grower and handler scopes and shall be responsible for completion and submission of organic inspection reports, summary of findings and associated audit evidence.

### Relevant Services/Schemes

- USDA Organic (primary)
- GFCO Gluten-Free or GFSI Food Safety (secondary, as applicable)

### Essential Duties and Responsibilities

#### Audit Coordination

- Schedule and confirm audit date with client
- Prepare and send client audit plan according to protocols
- Book travel, hotel and transportation according to company policy, and submit expense reports

#### Audit Services

- Adhere to all quality and code of conduct standards
- Conduct audits using applicable checklists, forms, and tools
- Maintain positive client relationships and respond to all client inquiries and concerns
- Submit complete and accurate audit reports within established timelines
- Ensure thorough client records are maintained

#### Program Quality and Compliance

- Conduct witness audits
- Attend trainings to maintain qualification to conduct audits; maintain training records

- Maintain up to date knowledge of NOP regulations and standards
- Prepare clients for audit process by sending required audit paperwork

*The above description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.*

### **Qualifications**

- Experience with the third-party certification process
- Strong communication and customer service skills
- Well-developed organizational and time management skills
- Strong computer skills, including Excel, Word, Outlook, and Database systems
- Willing to travel within the Continental US

### **Education and Experience**

- Associate's Degree in Agribusiness Management, Agricultural/Crop Sciences, Food Sciences, Range/Ecosystem Management, preferred Plant/Soil Sciences preferred
- 2+ years' experience conducting organic inspections to the National Organic Program Standards
- IOIA Basic Crops and/or Basic Handling training

### **Physical Requirements**

- This is an office based job up to 25% of the time and a field position at least 75% of the time. Must be able to sit 6+ hours per day. Keyboarding 6+ hours per day. Must be able to speak and listen in person and on the phone. Must be able to physically travel to audit sites both via plane or car. Travel to audit sites requires the ability to stand, walk and carry up to 20 lbs. of equipment. Possibly on steep rough terrain.
- The above description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

### **Work Environment**

#### While auditing/assessing

- Open agricultural fields and orchards
- Moving tractors, farm machinery as well as processing equipment
- Pesticide and other chemical storage facilities
- Temperature extremes of high heat or cold
- Traveling in client vehicles to rural sites

**EEOC Statement:**

SCS Global Services provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. SCS Global Services complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training

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Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_