

Certification Specialist Farm and Processing, OCIA International– Lincoln, NE

OCIA International, an accredited organic certification agency with operations worldwide, is seeking applicants for a Certification Specialist to work out of its International office in Lincoln, Nebraska. Candidates must possess strong verbal and written communication skills, must be familiar with Microsoft Office applications, and should have a fundamental understanding of agricultural production and manufacturing systems. Candidates must possess strong organizational skills, must be self-motivated, and should be able to complete work with little supervision after the initial training period.

Responsibilities:

- Manage as assigned caseload of client files
- Review files proposed for organic certification, analyzing the applicant's compliance with OCIA Standards, bylaws, and the applicable certification standards to which OCIA is accredited including COR, NOP, EU, and associated equivalency agreements and trade arrangements.
- Make certification decisions, completing decision checklists for each file, indicating the information that led to the certification decision. Clearly and concisely write resulting corrective actions or adverse actions for the operation.
- Review input materials and processing aids associated with each file. Operations under review may include single ingredient and multi-ingredient food processing operations, brokering/trading and warehouse operations, packaging and labeling operations, and farm/livestock operations.
- Complete timely follow-up on corrective action and adverse action deadlines.
- Evaluate the performance of inspectors.
- Participate in regular Certification Specialist meetings.
- Provide excellent customer service to operators and inspectors.
- Conduct pre-inspection reviews.
- Work with a database to track the certification and input review processes.

Minimum Qualifications:

- 2 or 4 year post-secondary degree in Agriculture, Environmental Science, Plant Science, Soil Science or related field or a 4 year degree in any field combined with a minimum of 2 years demonstrated experience in an agricultural or environmental field including, livestock production, food processing, crop production, or conservation.
- Other experience may also include IOIA training and inspection apprenticeships, internships on organic farms or related work experience.

OCIA International offers a competitive salary and is an Equal Opportunity Employer. OCIA International offers a competitive salary and benefits. Qualified individuals should send résumé, cover letter and references to Amanda Brewster, Executive Director at abrewster@ocia.org. For questions or more information regarding this position, please call 402-477-2323.

OCIA International, Inc.

World Headquarters

1340 North Cotner Boulevard

Lincoln, NE 68505 USA

Phone: 402-477-2323

Fax: 402-477-4325

info@ocia.org

Find us on the web at www.ocia.org