



Pacific Agricultural Certification Society

Career Opportunity – Level 1 Certification Committee Member / Label Reviewer

Join our dynamic team in organic certification in the beautiful Okanagan

The Pacific Agricultural Certification Society (PACS) is looking for a talented and committed individual to fill the position of part-time Level 1 Certification Committee Member / Label Reviewer. The PACS is an organic certifying body based out of Vernon, BC serving locally and internationally certified organic enterprises. The PACS is an incorporated not for profit society that is directly linked to the clients it serves. As there are no profits, fees are tied specifically to costs; therefore, our organization relies on the talents and expertise of our staff.

Under the direction and supervision of the PACS Administrator, who oversees the PACS office and personnel, the Certification Committee Member / Label Reviewer will work cooperatively as part of the PACS Certification Committee to ensure that certification documents are evaluated and assessed competently. The successful candidate will have evidence of formal training and/or experience in the organic certification, livestock, processing or agriculture industries; a solid knowledge of and proficiency in Microsoft Office, a positive personality, strong work ethic, enthusiasm and will be health/environmentally-minded. This is a fantastic opportunity to enter into a career within a fast paced and dynamic industry.

Job Title: Certification Committee Member / Label Reviewer

Commitment: Part-time. However, there is a possibility of becoming full-time eventually.

Start Date: TBD

Location: Vernon, BC Office

Starting Wage: will be commensurate with experience

Office Hours: Monday to Friday (8:00 am to 4:00 pm)

Hours of Work: TBD

Qualifications:

Education: Graduate from an accredited college or university with a Bachelor's degree or diploma.

Or Equivalent Experience: Consideration will be given to the right candidate with relevant industry related experience.

Preference: Evidence of formal training and/or experience in the organic certification, livestock, processing or agriculture industries.

Note: Job specific training provided on site.

The successful candidate will also possess the following skills and traits:

- ✓ Ability to work independently or cooperatively as part of a committee/team
- ✓ Knowledge and experience with a Certification Body on a Certification Committee, preferred
- ✓ Decision making, critical thinking
- ✓ Ability to comprehend resource material (organic standards), interpret and apply Standards
- ✓ Encyclopedic memory; to grasp, understand and retain a considerable amount of technical information
- ✓ Quick-learning and analytical with an aptitude for keen attention to detail and accuracy
- ✓ Ability to find information and enjoys continuous learning
- ✓ Flexible, motivated, self-starter with a positive and friendly personality
- ✓ Advanced MS Office skills (Word, Excel, Power Point, and Outlook)
- ✓ Internet skills including use of e-mail, conducting research and compiling resource materials

- ✓ Organized with excellent written and verbal communication
- ✓ Numerical competency
- ✓ Multi-tasking capabilities with the ability to prioritize tasks as directed
- ✓ Adaptability to a constantly growing and changing environment

Responsibilities include but are not limited to:

- Certification Committee Member / Label Reviewer tasks as follows:
 - Review initial and renewal applications and prepare inspection pre-reviews
 - Review organic product labels / packaging for compliance with Organic Standards
 - Review inspection reports and membership file documents and assess these against all appropriate standards, regulations and policies
 - Maintain confidentiality and impartiality
 - Update database and record billable time as required following each action
 - Maintain and organize Certification file documents and file folders
 - Perform and assist with other related duties, as assigned
- Navigate for resource and research purposes (apply and understand) the **Canadian Organic Standards (COS)** – CAN/CGSB-32.310 *General Principles and Management Standards*, CAN/CGSB-32.311 *Permitted Substances Lists*, and other national or international standards pertinent to a client's organic certification.

If you are interested in learning more about this position, reply with your cover letter and resume to the PACS Administrator at: [PACS Human Resource](#)

Please note: only short-listed candidates will be contacted.

Deadline for applications June 30, 2017.