



Quality Certification Services (QCS)

PO Box 12311 Gainesville FL 32604

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www.qcsinfo.org

Title: Certification Coordinator – Processing and Handling

Salary: Commensurate with experience

Hours: 40/week

Benefits: Health insurance coverage and vacation benefits as outlined in the personnel manual

Responsible to: Processing and Handling Certification Manager

Skills and Abilities:

- Excellent customer service skills
- Ability to multi-task.
- Good oral and written communication skills.
- Highly organized, attentive to details, and self-motivated
- Technical knowledge in food processing
- Ability to interpret regulatory language
- Ability to research and obtain any needed technical information.
- Investigation and observation skills, combined with courtesy and sharp mind.

Education:

- A degree in food processing or other relevant field of study is required.

Responsibilities:

- Respond to questions from applicants regarding the organic certification process for organic processing and handling
- Review initial applications for completeness and to ensure general compliance with USDA NOP and other relevant international standards.
- Review completed files to make certification decisions and issue minor noncompliances as needed.
- Review product labels and input materials for compliance.
- Issue organic certificates
- Prepare and give presentations on topics of organic agriculture and certification.
- Write articles for the QCS newsletter.
- Write position papers or white papers on topics concerning certification standards.
- Review information concerning certification on a regular basis to ensure up to date knowledge of the interpretation of standards and policies.
- Other duties upon request.