



IOAS is seeking Quality Assistant to join our team

The IOAS is a leading mission driven non-profit organisation incorporated in North Dakota, USA with staff based in Argentina, Bangladesh, Brazil, Canada, Germany, Greece, Hungary, India, Italy, Portugal, Spain, Slovenia, the United Kingdom and the USA. We work in the field of accreditation and assessment of bodies engaged in inspection and certification of organic and sustainable agriculture and related fields. Our work in oversight of conformity assessment assists in the development of various private and regulatory schemes by enhancing fairness for producers and building trust in 'eco-labels' by consumers.

We work with an increasing number of scheme owners (COSMOS, Canadian Food Inspection Agency, European Commission, GlobalG.A.P., GOTS, IFOAM, NATRUE, Textile Exchange) and the accreditation and assessment services we provide cover organic agriculture, sustainable agriculture, organic textiles, organic and natural cosmetics, recycled products, animal welfare claims, fair trade, social compliance and food safety. IOAS clients are based all over the world.

The day-to-day work of the IOAS is performed by a team of core staff with support from a number of contracted assessors and technical experts. For more information about our work, please visit www.ioas.org.

IOAS is looking to appoint a new position of Quality Assistant. The Quality Assistant will support the Quality Director and other staff in a wide range of tasks relating to the IOAS quality management system, communications with IOAS clients, administration of the IOAS Impartiality Committee, integrity investigations, research and data analysis, handling and record keeping for sanctions, complaints and appeals. The role will suit candidates with some experience in organic inspection and certification and give a unique, exciting and varied insight into the inner workings of an international, mission driven organization working in the field of accreditation.

TERMS

1. This is a full-time salary position, working 40 hours per week.
2. You will work from your own home office. Location is flexible but candidates will need to support managers working in the USA and Europe.
3. IOAS will pay for internet and basic office costs.
4. The salary for this position will be +/- USD \$40,000 based on education and experience.
5. Limited travel to attend staff meetings.

Requirements

Successful applicants will be able to demonstrate the following:

- Previous experience working remotely and familiarity working with databases, spreadsheets and Microsoft applications in a technical field.
- Previous experience in data management roles related to general office administration, quality management, certification and/or in the commercial sector.
- Excellent organisational skills and enjoyment in being detail oriented and methodical.
- Enthusiasm for the mission of IOAS,

- Fluency in spoken English is essential with an ability to write clear, well-structured correspondence and reports. Fluency in an additional language would be an advantage.

Applicants must be able to work on their own as well as part of a multi-cultural team, show good attention to detail and maintain the highest level of integrity. Experience working in the field of inspection, certification and accreditation is not essential. Ideal starting date: February/March 2023.

Application

Please submit a letter of application, Curriculum Vitae, References, and copies of applicable certifications/qualifications to info@ioas.org with subject line 'Quality Assistant, Attn: Teresa Barnett

Closing date is January 31, 2023