



The Canadian Seed Institute (CSI) delivers accreditation and monitoring programs for the Canadian Seed Industry. This CSI is a not-for-profit organization founded in 1997 by the Canadian Seed Trade Association, the Canadian Seed Growers' Association and the Commercial Seed Analysts Association of Canada. Recognized by the Canadian Food Inspection Agency, CSI's mandate as the single point of contact for all seed establishments, seed laboratories, operators and graders seeking registration, licensing or accreditation results in Canada-wide and international seed industry acceptance. Currently we are seeking a:

## **WESTERN CANADA REPRESENTATIVE**

Working from a home office in western Canada, this challenging opportunity will be exciting for a professional who excels in developing interpersonal relationships, working in a self-regulated environment, cooperating with a small but dedicated team of individuals, and working collaboratively with industry and government representatives. Strengthening and advancing quality management systems will be a key element in the role.

Accountable to the Executive Director, and working in collaboration with the Eastern Representative, the Western Canada Representative's primary responsibilities will include:

- Providing oversight of CSI auditors to ensure their continued adherence to CSI procedures and competence in conducting audits on behalf of CSI;
- Reviewing audit reports and issuing non-conformances under the seed accreditation program as necessary;
- Acting as a resource for CSI auditors, inspectors and clients for CSI programs;
- Drafting and editing quality system standards and procedures for the CSI accreditation and organic certification programs;
- Drafting and editing audit procedures;
- Designing, co-ordinating and delivering training programs for CSI auditors, organic inspectors and clients;
- Assisting with the development of internal office procedures;
- Representing CSI at industry meetings and providing information to clients and government officials; and
- Assist with the development of informative, educational and promotional materials

With respect to the organic certification program, the Western Representative/Compliance Evaluator, in cooperation with the Eastern Representative/Compliance Evaluator, is responsible for the following:

- Providing training on CSI organic certification procedures and support to organic inspectors;
- Collaborating on updates to procedures and work instructions related to the organic certification program ;
- Conducting reviews of system plans, inputs, labels and inspection reports; and
- Reviewing reports, taking corrective actions, and providing certification recommendations to the Certification Director;

Qualifications include:

- Bachelor of Science in agriculture or biology (supplemented with courses in crop science or direct farming experience)
- Experience with industry communication processes
- Ability to work in a small office environment
- Credible and effective with people in the seed industry
- Equivalent combined education and experience in the seed industry will be considered

Preferred:

- A practical knowledge of the Seeds Act and Regulations
- Knowledge and experience in the 9000 and 17000 series of the standards of the International Organization for Standardization (ISO)
- Professional agrologist designation

Skills to be demonstrated and maintained:

- Deductive and strategic thinking
- Excellent writing and editing ability
- Ability to work with various forms of technology (e.g. database use, Microsoft Office, etc.)
- Effective communication, presentation, training and telephone skills
- Work with minimum supervision through a virtual office platform
- Ability to meet deadlines and work under pressure
- Maintain composure and continue to communicate in difficult situations
- Ability to take disciplinary action while maintaining open lines of communication

Salary will be based on experience, qualifications and ability. All applications must be received by February 24, 2014. Apply with resume and cover letter to: email: [rvanwyki@csi-ics.com](mailto:rvanwyki@csi-ics.com)

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