



Pfenning's Organic Vegetables Inc. Job Description

Job Title: Compliance Coordinator	Job Code: 2014-POVI-OF-01
Department: Office	Website: www.pfenningfarms.ca
Applications Due: January 17, 2014	Apply to: jobs@pfenningsfarms.ca

Job Description

As a Compliance Coordinator, you will work in the office based at the Pfenning's Farm in Baden, Ontario. The farm office is responsible for managing the distribution, marketing and sales of Pfenning's products to our customers. The group is comprised of new and experienced employees that perform purchasing, accounting, sales, IT, HR and compliance functions. The main duties of the Compliance Coordinator are to ensure that the business is in compliance with food safety, organic and local food standards. Salary is commensurate with experience.

Examples of Job Specific Responsibilities

General:

- Bring a positive attitude with willingness to cooperate and support fellow workers.
- Liaise with internal and external food producing and processing stakeholders on organic compliance and food safety issues.

Food Safety:

- Follow HACCP principles and CanadaGAP standards to maintain the food safety system.
- Conduct internal audits and review food safety records to ensure compliance.
- Maintain corrective action log and address all issues in a timely manner.

Organic and Local Food Plus:

- Maintain database of local and organic growers that supply produce to Pfenning's.
- Work with purchasing staff and warehouse receiver to ensure all incoming product is certified organic.
- Follow-up compliance and food safety concerns/expectations with growers.

Benefits to You

- Opportunity to work with an industry leader in the area of organic food production.
- A dynamic and challenging environment that provides continued learning & recognition.

Requirements

- Minimum post-secondary education level completed.
- Experience with food regulations, preferably organic standards.
- High-level of attention to detail and maintaining accurate records.
- Good computer skills and experience with Microsoft Excel and Word.
- Very organized, good critical thinking skills and ability to problem solve.
- A strong work ethic and job dedication is essential to be successful in this position.

Other Skills/Abilities

- Experience with other food regulations and non-financial auditing would be an asset.
- Self-motivation with strong interpersonal, team work and multi-tasking skills.
- Strong oral communication skills and an interest in food.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.