

## **JOB OPENING**

### **Verification Officer**

The Coffee Assurance Services GmbH & Co. KG (CAS) is recruiting for a qualified candidate to be part of the Verification team in the head office in Bonn.

#### **Background**

Coffee Assurance Services (CAS) offers verification and business information services related to the implementation of the 4C Code of Conduct for sustainable coffee, focusing on continual improvement of the social, economic and environmental conditions of the coffee supply chain.

#### **Role**

The Verification Officer is part of the verification team and responsible for different tasks and activities related to the verification process and compliance of 4C Units against the 4C Code of Conduct. In this role, the Verification Officer contributes to the credibility of the 4C Verification System and actively participates in providing core services to 4C License users.

#### **Main functions and responsibilities**

- Evaluate the Verification Report and issue the 4C License decision recommendation;
- Follow up with 4C Units regarding their improvement plan, annual update and re-verification;
- Evaluate 4C Units' annual update and improvement plans and steers their improvement process to the right direction;
- Plan and conduct on-site verifications in coffee farms, mills, warehouses and similar facilities typically part of the coffee chain. Availability to travel;
- Conduct oversight activities (desktop audits, witness audits, reporting) in the approved verifiers. Availability to travel;
- Follow up with verifiers regarding their approval and maintenance status;
- Prepare and present webinars and trainings for 4C Units and Verifiers;
- Monitor the verification status of all 4C Units and proactively act to deliver the core services just in time;
- Update the database with verification data and other data according the operational plan;
- Provide support for mailings and other communication activities;
- Support 4C users getting familiarized with the system;
- Revise and improves verification tools, including the documents, templates, procedures and the database features, queries and reports;
- Creates and provides input to documents, reports, training materials and presentations on 4C Verification System;

#### **Profile & qualifications**

- University degree (or equivalent) in a relevant subject (Economics, Agriculture, Food Science, Agronomy, Social Science, etc.);

- At least two years of working experience in the inspection, certification, verification or auditing business, preferably with social and environmental standards (e.g. Organic, UTZ Certified, Rainforest Alliance, Fairtrade International, GlobalGAP, SA8000 etc.);
- Working experience in Quality Management System and ISO 17065 is an asset;
- Working experience in the coffee sector preferably with coffee farming, and/or post-harvest processing, and/or traceability, and/or trading green coffee beans is an asset;
- Ability to work well in an international team as well as independently;
- Pro-active working style and passion for details;
- Excellent verbal and written communication skills in Spanish and English;
- Customer-oriented and results-oriented approach;
- Adequate computer skills (Microsoft Office, internet and ERP system);
- Passion for coffee!

### Terms and Conditions

<i>Contract:</i>	Initially, we offer a limited contract until 31 <sup>st</sup> December 2018 with a competitive salary and a pleasant, dynamic working environment with a highly dedicated team.
<i>Working hours:</i>	Full Time - 40 hours per week
<i>Starting date:</i>	1 <sup>st</sup> of November 2017
<i>Location:</i>	The position is based in Bonn, Germany
<i>Application:</i>	Please send your detailed application (cover letter, resume, references, and salary expectation, in English) by email to <a href="mailto:staff@cas-veri.com">staff@cas-veri.com</a> . Please refer to Verification Officer in the subject line of your email. Applications will be treated with all due discretion. The Coffee Assurance Services (CAS) will acknowledge receipt of all applications. However, only the shortlisted candidates will be contacted.

For more information about the Coffee Assurance Services please visit: [www.cas-veri.com](http://www.cas-veri.com).