

Quality Assistant (Remote working)

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

<https://ioas.org/about-ioas/jobs/#QA>

Executive Assistant (Remote working)

IOAS is looking to appoint a new position of Executive Assistant. The Executive Assistant will support the Executive Director, David Crucefix in a wide range of tasks relating to leadership and management of the IOAS team and implementation of its strategic plan. Day to day tasks will vary from providing administrative support and communication with the IOAS Board of Directors to support in general business administration, data collection and analysis regarding company performance to monitoring correspondence with IOAS collaborators and managing the Executive Director's tasks and agenda. The role will suit candidates with excellent administration and communication skills, and a passion for working globally as part of the IOAS mission.

Terms

1. This is a full-time role working 40h per week. You may be contracted or join as an employee depending on your country of working.
2. You will work from your own home office. Some limited travel may be required. IOAS will pay basic office costs and all travel related expenses.

3. You are obligated to do the work independently; it shall not be subcontracted in any capacity.
4. You will receive a complete induction and ongoing training.
5. The starting salary will be +/- \$40,000 USD, based on experience.

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 supporting a senior executive, in general office administration, finance, quality management, handling correspondence, data handling, record keeping is desirable
- Excellent organisational skills and enjoyment in being detail oriented and methodical.
- 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 'Full time Executive Assistant', Attn: David Crucefix.

Closing date is January 31, 2023

<https://ioas.org/about-ioas/jobs/#EA>

Client Service Manager (Remote Working)

As a result of expanding workloads and exciting changes in how we work, we are seeking another Client Services Manager. The Client Services Manager is responsible for the administration of IOAS clients in all aspects of the processing of applications for accreditation to ensure the delivery of all Accreditation Schemes with high integrity and exceptional client service. You will work with a multi-national team and be working with clients all over the world. The role will suit candidates in the early stages of their career with enthusiasm for IOAS core values of integrity, quality, innovation and overall improving the quality of life for people and the planet.

Terms

1. This is a full-time, long-term role. You may be contracted or join as an employee depending on your country of working.
2. You will work from your own home office. Some travel may be required. IOAS will pay basic office costs and all travel related expenses.
3. You are obligated to do the work independently; it shall not be subcontracted in any capacity;
4. You will receive a complete induction and ongoing training.
5. The starting salary will be +/- \$40,000 USD, based on experience.

Requirements

Successful applicants will be able to demonstrate the following:

- Previous experience and familiarity working with databases, spreadsheets and Microsoft applications.
- Previous experience and interest in a customer facing role.
- Excellent organisational skills and enjoyment in being detail oriented and methodical.
- Experience with organic certification or accreditation is desirable but not essential.
- Fluency in spoken English is essential with an ability to write clear, well-structured correspondence.

- At least one other language is desirable.

Applicants must be able to work on their own as well as part of a team, show good attention to detail and maintain the highest level of integrity. Computer literacy is essential.

Application

Please submit a cover letter explaining your interest in this role along with Curriculum Vitae, references, and copies of applicable certifications/qualifications to info@ioas.org with subject line '2204 CSM recruitment, Attn: Mafalda Carneiro

Closing date January 31, 2023

<https://ioas.org/about-ioas/jobs/#CSM>