

## CERTIFICATION SPECIALIST

### POSITION DETAILS

As a Certification Specialist your key role will be implementing and maintaining management systems and managing certification systems for resource sector clients (e.g., chain of custody).

You will work closely with resource tenure holders, manufacturers, and resellers.

Tasks involve developing and implementing management systems, completing audits against certification schemes, writing reports, providing training, and liaising with clients and auditors.

Initially, the candidate will assist Supervisors in managing client files, gradually taking on the responsibility of leading client files independently.

The position:

- is full-time and based in Campbell River, BC, Canada
- requires regular independent travel within North America and overseas
- will be provided with on-the-job training
- is ideal for an organized and personable resource sector professional interested in sustainable management systems and certification work

### REQUIRED OUTCOMES

Successful individuals must:

- maintain positive relationships with clients, certification bodies, and auditing firms
- facilitate successful third-party audits and/ or inspections on behalf of clients
- produce professional, technically accurate, concise, and polished documents
- become intimately familiar with the applicable third-party certification standards and legal requirements related to specific clients and their supply chains
- create tailored procedures for clients and educate them and their suppliers on certification and compliance requirements
- complete projects within the assigned time frame and budget

### QUALIFICATIONS AND COMPETENCIES

Qualifications and competencies required for this role include:

- minimum of two years of resource sector experience with excellent computer and software skills (e.g., Word, Excel)
- valid driver's license and passport
- approachable – works well with others and contributes to a positive work environment
- independent – capable of working independently and comfortable with travel alone
- organized - capable of managing tasks, budgets, and deadlines with excellent record-keeping and workload management skills
- preference may be given to candidates who are registered or have the ability to register with the Forest Professionals British Columbia (RPF or RFT)

### BENEFITS

- \$35.75 - \$41.00 per hour
- Group Benefits Plan - health/dental coverage, Life, AD&D and LTD insurance
- Health Care Spending Account, Paid Time Off, and RRSP matching programs after one year of continuous employment
- Work/ life balance support with flexible and work-from-home options available

#### About Zimmfor

Zimmfor is a reputable and trusted name with over twenty years of experience providing industry support services. Our dedicated team of professionals offers a wide range of comprehensive services, establishing us as a leading consulting firm.

At Zimmfor, working with us means being part of a collaborative and dynamic team dedicated to delivering high-quality services. We value a strong work ethic, recognize and reward exceptional performance, and prioritize employee well-being.

#### How to Apply

Interested applicants can forward resumes with cover letters to: [careers@zimmfor.com](mailto:careers@zimmfor.com)

Subject: Certification Specialist

Applications will be accepted until the position is filled. We sincerely appreciate all interest; however, we will contact only those candidates selected for an interview.