

**Inspection Assistant
Oregon Tilth, Inc.**

Job Description

Purpose: The Inspection Assistant primary role is to provide assistance in the inspection department by supporting the needs of the certification program as it relates to inspections. The Inspection Assistant will assist with administrative, communications and clerical duties specific to inspections directly supporting the certification programs.

The duties of the Inspection Assistant cover the following areas:

A. Support and Planning

1. Upload inspections reports
2. Compile bi-weekly reports to ensure timeliness of inspection report submission and inspection dates
3. Monitor inspector invoices for consistency and cost effectiveness
4. Coordinate the distribution of inspection packets to inspectors
5. Prepare inspection packets as necessary
6. Assign inspections as necessary
7. Assist with annual inspection planning
8. Assist with planning and deployment of inspection trainings and meetings

B. Administrative

1. Maintain and organize filing system for inspections as necessary
2. Maintain and organize contract inspector files to ensure complete and current documents are on file
3. Maintain inspector related data in database including training, qualification etc.
4. Maintain inspection related data in database

C. Communications

1. Communicate with inspectors and staff regarding inspection related issues
2. Communicate with operators concerning inspection process & timing
3. Record and track comments regarding inspection from operators
3. Answer client questions regarding certification program and application process

D. Other Duties

1. Produce reports concerning statistics on inspectors for regular review and analysis
2. Assist with proofreading and testing of new inspection documents
3. Assist with maintenance of inspector related tools and their availability to inspectors.

E. Special Projects – as assigned

Job Specification

The qualifications for the job of Inspection Assistant include the following:

A. Education and Experience

1. Two-year college degree or equivalent work experience

B. Computer Skills

1. Database management
2. Word Processing
3. Email and Internet
4. Spreadsheets (Excel)
5. Familiar with both Macintosh and IBM operating systems

C. Skills

1. Communication
2. Writing
3. Organized
4. Detail oriented
5. Multi-task

D. Specific Skills and Abilities

1. Ability to work as member of a team, and interface with other branches of the organization.
2. Ability to solve problems and make decisions under pressure and time constraints
3. Ability to assess and evaluate current and future work loads
4. Ability to help develop and implement new systems as required by growth and changes in the industry.
5. Ability to communicate well with clients, members, and the public to explain Oregon Tilth programs clearly and to convey their needs and concerns to Oregon Tilth.