Inspection Assistant
Oregon Tilth

Job Description

Purpose: The Inspection Assistant's primary role is to provide support in the inspection department with administrative needs. The Inspection Assistant will assist with general administration, communications and database duties specific to inspections department within the OTCO certification program.

The duties of the Inspection Assistant cover the following areas:

A. Support and Planning
1. Process, approve submissions and upload inspection reports into the OTCO system.
2. Compile bi-weekly reports to ensure timeliness of inspection report submission and inspection dates.
3. Coordinate, prepare and distribute inspection packets to inspectors as necessary.
4. Assist with assignment of inspections as necessary.
5. Assist with development of the annual inspection plan.
6. Provide support with planning and deployment of inspection trainings and meetings.

B. Administrative
1. Maintain and organize inspector files to ensure they are complete, organized and current.
2. Maintain inspector related data in database including training, qualification, etc.
3. Monitor and maintain inspection related data in database including planned dates, etc.

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

D. Other Duties
1. Produce reports concerning data on inspectors/inspections 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.
4. Produce reports within data system to search and correct data management errors for quality control purposes.

E. Other duties as assigned

Job Specification
Non-exempt, work out of main office
Full-Time

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 Microsoft 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