



SAI Global AUDITOR

Location: Home based – Western Canada and Western USA

Company Information:

SAI Global provides organizations around the world with information services and solutions for managing risk, achieving compliance and driving business improvement. We provide aggregated access services to Standards, Handbooks, Legislative and Property publications; we audit, certify and register your product, system or supply chain; we facilitate good governance and awareness of compliance, ethics and policy issues and provide training and improvement solutions to help individuals and organizations succeed. For additional information please visit www.saiglobal.com.

Job Scope and Accountabilities:

The Auditor will be responsible to perform assessments in manufacturing and service industries against internationally recognized forest management and system such as FSC, SFI, CSA and Chain of custody for FSC, SFI, PEFC and ISO 14001.

Key Responsibilities:

- Conduct manual reviews and pre-assessments to ensure that the requirements of the standards have been met and provide the appropriate feedback to the customer to address any shortcomings;
- Plan and arrange management system audits in accordance with internationally recognized forest management, chain of custody and/or environment standards and QMI-SAI procedures and guidelines, including establishing audit schedules a few months in advance in consultation with team members and the customer. Choose team members based on SIC codes and auditor certification. Assign each team member elements to audit and ensures the overall timing of the audit, according to established plan;
- Prepare audit plan using QMI-SAI audit planning program according to initial registration, annual/bi-annual surveillance or re-registration visits. Review previous audits if undertaking a surveillance, upgrade or re-registration audit, ensuring relevant elements are selected. Arranges all travel plans, provides directions and other relevant information to audit team members;
- Conduct audits, determining compliance of customer's management system to applicable standards by interviewing customer staff at all levels, completing checklist, and drawing conclusions on compliance, and documenting findings. Liaise with team members to determine validity of their findings in relation to lead auditor findings;
- Present findings to customers and prepares audit report. Advises customers of QMI-SAI requirements, such as the number of days to address non-conformances;

- Reviews all team members' documentation for accuracy and completeness. Ensure all documents required by the respective standard are in place for presentation to the Registration Review Team; and
- Other duties as assigned.

Experience Required:

- Minimum of 5 years previous related experience in the forestry sector;
- Management systems auditing experience (Forest Management and Chain of Custody) in forestry and/or resource sector would be an asset;
- Valid driver's license to visit customer sites; and
- Experience in a variety of SIC codes, or the ability to quickly understand, learn and relate to a variety of industries and their customer's needs and requirements.

Education / Professional Qualifications:

- College diploma, university degree or equivalent related to forestry and/or natural resource management;
- Professional forestry designation and registration with provincial body in good standing would be an asset;
- Certification as an Auditor or Lead Auditor in good standing would be an asset;
- Computer proficiency in word-processing, spreadsheets and databases; and
- Working knowledge of various management system standards and guidelines.

Interpersonal Skills:

- Strong written and oral communication skills are required;
- Team player;
- Strong organization, creativity and project management skills;
- Ability to successfully communicate, to exchange factual information and discuss and interpret information or ideas;
- Ability to interface with customers and staff at all levels to provide guidance on the registration/surveillance process, interpret requirements and gather objective evidence during audit process;
- Ability to ask questions and present findings under sometimes-difficult situations;
- Research and evaluation skills to determine compliance of management systems to international standards for both manual reviews and audits; and
- Problem resolution to deliver high quality and timely service.

Full commitment to conduct business with the utmost integrity and in full compliance with the law is absolutely essential.

To Apply:

Interested and qualified candidates should submit a resume with salary requirements to SAI Global's Human Resources department via email at: SAIGamericas_jobs@saiglobal.com; please reference FORESTRY AUDITOR.

Please apply by January 31, 2012.

SAI Global is an equal opportunity employer.