



JOB OPENING

Sustainability Manager

4C Services GmbH is recruiting a qualified candidate to be part of our team in the head office in Bonn (from 1st December 2018 onwards in Cologne), Germany.

Background

4C Services GmbH operates the 4C certification system, based on third-party audits according 4C Code of Conduct which focuses on good agricultural and management practices. 4C Services provides trainings related to 4C Code of Conduct requirements, internal assessments and audit procedures. 4C Services also manage the integrity program applicable to certification bodies approved to conduct audit according to 4C system.

Role

The Sustainability Manager is responsible for different tasks and activities related to the certification process according to 4C system. In this role, the Sustainability Manager contributes to the credibility of the 4C system and actively participates in providing core services to 4C system users.

Main functions and responsibilities

- Monitor the certification process flow and provide support and guidance to system users regarding procedures, requirements, webforms, templates and related system tools;
- Interact and communicate with system users to provide support;
- Register and check key data into the database related to certification data, process and contact details;
- Revise and improve certification tools, including the documents, templates, procedures and database features, webforms, queries and reports;
- Monitor and provide feedback to auditors regarding their performance according to 4C system requirements. Evaluate approval and maintenance status of auditors;
- Prepare and update training and communication materials. Organize and promote trainings, webinars and similar activities.
- Conduct trainings for auditors and system users according to 4C system requirements;
- Write letters and other communication materials;
- Attend meeting, workshops, trade fairs or similar events on behalf of 4C Services. Participate in working groups, forums or similar initiatives on behalf of 4C Services;
- Conduct benchmarking projects to compare 4C standard/system with other standards/system;
- Plan and conduct on-site audits in farms, processors, mills, warehouses and similar facilities of the supply chain;
- Conduct oversight activities (desktop audits, witness audits, reporting) to supervise approved auditors. This activity requires availability to travel;
- Evaluate 4C Units' annual update and improvement plans according to 4C system requirements;
- Coordinate pilot projects related to new technologies, templates and tools under development to support system users.



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Profile & qualifications

- University degree (or equivalent) in a relevant subject: agricultural science, economics, food science, social science, etc.;
- At least one year of working experience in the inspection, verification, auditing or certification business, preferably with environmental and social standards (e.g. Organic, GlobalGAP, UTZ Certified, Rainforest Alliance, Fairtrade, SA8000, etc.);
- Working experience in Quality Management System and ISO 17065 is an asset;
- Working experience in the coffee sector preferably with coffee farming, and/or post-harvest processing, and/or traceability, and/or trading green coffee beans is an asset;
- Ability to work well in an international team as well as independently;
- Pro-active working style and passion for details;
- Excellent verbal and written communication skills in Spanish and English;
- Customer-oriented and result-oriented approach;
- Adequate computer skills (Microsoft Office, internet and ERP system);

Terms and Conditions

<i>Contract:</i>	Permanent contract with a competitive salary and a pleasant, dynamic working environment with a highly dedicated team.
<i>Working hours:</i>	Full Time - 40 hours per week
<i>Starting date:</i>	1 st of December 2018 or as soon as possible
<i>Location:</i>	The position is based in Cologne, Germany
<i>Application:</i>	Please send your detailed application (cover letter, resume, references, and salary expectation, in English) by email to staff@4c-services.org . Please refer to the job title, Sustainability Manager, in the subject line of your email. Applications will be treated with all due discretion. 4C Services will acknowledge receipt of all applications. However, only the shortlisted candidates will be contacted.

For more information about the 4C Services please visit: www.4c-services.org



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