

SEAFOOD PRODUCTS ASSOCIATION

Position Description

Position Title:	Administrator of Product Services
Location:	Seattle, WA
Primary Contacts:	Seafood Products Association (SPA) Staff; SPA Members; Industry Contacts; Food and Drug Administration (FDA)
Travel Requirements:	Occasional travel to attend meetings and visit warehouses

Position Objective

Primary responsibility for product examination administration, including all information generated under the Salmon Control Plan (SCP), reporting of examination results and maintenance of examination and sampling software. Direct contact with members regarding this information is required.

To perform this job successfully, the incumbent must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities as defined in the ADA to perform the essential functions. In addition, the representative knowledge, skills and abilities required in candidates for this position are listed as a selection criteria guideline.

Essential Job Functions – The core job duties and responsibilities are:

1. Manage all administrative aspects of the SCP.
 - Participate in the review and negotiations of the SCP and related manuals; conduct the editing, publishing and distribution of all manuals.
 - Manage, maintain and distribute all correspondence with SCP participants and FDA under the terms of the SCP, including examination reports and pack reports.
 - Verify data and prepare Certificates of Sanitation for product released under the SCP at members' requests.
 - Organize and archive hard copies of examination reports and pack reports.
2. Participate in sensory examinations under the SCP and other guidelines.
 - Assist in all aspects of sensory laboratory examinations, including recording examination results as needed.
 - Examine samples under the SCP and other products as needed.
 - Participate in sensory training classes to gain experience with additional species and products to maintain accord with regulatory experts.
3. Operate and maintain the software for examinations under the SCP.
 - Maintain database and security of examination results.
 - Manage the production and distribution of sampling software to participating plants; provide member training for the program and address questions and requests as needed.
 - Review sampling and examination software annually and communicate updates to appropriate staff and software vendor as needed.
4. Provide back-up administrative assistance for staff; assist in laboratory departments when needed and provide staff support for technical meetings.
 - Assist with reception duties as needed.
 - Assist in laboratory examination processes and research when needed.
 - Assist in meeting preparations; attend SCP and Technical Committee meetings; record meeting minutes as needed.
 - Provide administrative assistance (data entry and test result reports) for sensory workshops.
5. Other duties as assigned.

Physical Demands

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities as defined in the ADA to perform the essential job functions.

While performing the duties of this job, the employee is required to have certain physical abilities. These abilities include, but are not limited to: sitting, standing, walking, bending, stooping, pushing, pulling, lifting (up to 25 lbs.) using hands and fingers for handling or feeling objects, tools, or controls and talking and hearing. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

Knowledge, Skills and Abilities (KSA's) Required

- High School diploma.
- Excellent organizational skills and attention to detail.
- Proficiency in Microsoft Office programs and working knowledge of database utilities.
- Must work efficiently and accurately under deadlines; seasonal and otherwise.
- Must work well with staff to coordinate efforts for successful completion of projects.
- Must work and communicate effectively while performing multiple tasks.

Additional Desired Skills and Abilities

- Bachelor's degree and/or experience in Food Science or related fields.
- Knowledge of and experience with 3rd party audits and regulatory affairs.
- Advanced knowledge of Microsoft Access and/or SQL reporting services.
- Seafood or other food processing experience.

To apply for this position, please send your resume to employment@spa-food.org.