

## PT SCS is Hiring!

### Junior Certification Forester: Forest Management

#### Introduction

SCS Global Services is hiring for the role of Junior Certification Forester for its SE Asia office. SCS is looking to build upon and grow its successful Forest Management and FSC COC certification businesses. Forest Management audits are conducted against the FSC, PEFC and other globally recognized standards while we also conducted tailored services for Forest Management and Forest Products. The ideal candidate shall have experience in forestry sector and have strong verbal and written communication skills in English. Training will also be provided.

#### Job Description and Responsibilities

SCS Global Services is a trusted leader in third-party environmental, sustainability and food quality certification, auditing, testing and standards development. PT SCS Indonesia is a wholly owned subsidiary of SCS Global Services that serves SCS clients in the Southeast Asia region.

We partner with companies, government agencies, and stakeholders worldwide to identify and drive practices, policies and processes that advance the goals of sustainable development and give innovators a competitive advantage. Working with capable leaders across the forestry, green building, energy, agricultural, fisheries, and consumer products sectors, we proudly provide services in every corner of the earth. These services are enabling policy-makers, procurement officers, company decision-makers and consumers to make informed decisions based on the highest level of environmental, ethical and quality accountability.

We also are playing a leading role in driving the development of national and international leadership standards to create a framework for continuous improvement.

**A Certification Forester** at SCS carries out a range of activities associated with third-party auditing of forest management, palm oil, biofuels and chain of custody clients. We conduct certifications under various standards including the FSC, RSPO, ISCC, and others. The position entails a dual role focused on supporting FM Coordinator and conducting audits. A Certification Forester is expected to help PT SCS managing client relationships and support auditing. The Certification Forester will also serve as an auditor for SCS clients. Working in a team context, auditing involves document review, onsite auditing of forests, oil palm estates and manufacturing facilities, interviews, and report writing for clients throughout Southeast Asia.

The position requires regular travel, both domestic and international, fluctuating between 30%-40% time.

This is a home office-based position.

#### Roles and Responsibilities:

- Assist with the execution of FM assessments and audits in the region including budgeting, development of service agreements, auditor assignment, logistical planning, certification report review and support to auditors and clients
- Assist with the implementation of annual audit schedules;
- Respond to inquiries relating to FM certification, as requested;
- Support FM Coordinator in the administrative aspects of client recruitment;
- Provide administrative support (i.e. data gathering) to the team, as needed;
- Assist FM Coordinator with client invoicing and auditor contract;
- Receive, process and file forms, conduct data entry and other information or full range of certification and other services;
- Auditing: Independently, or with teams of up to five professionals, assess palm oil/biofuels and forest products clients against applicable certification standards. Assessments take place throughout the Southeast Asia and involve document review, data analysis and evaluation, on-site assessment of field activities, interviews,

determinations of compliance and the writing of reports and certification findings. Audit types include FSC and PEFC Chain of Custody, RSPO, ISCC, Bonsucro, RSB and others.

- Client Management: Coordinate the audit process with clients and other stakeholders; ensure that clients provide necessary data and information; provide high level of customer service throughout the audit process;
- Ensuring Quality Control in the Audit Process: to keep SCS in compliance with corporate procedures and accreditation standards.
- Auditor Training: Recruit, train, and oversee work of subcontracted certification team members.
- Candidate must be a self-starter, able to work independently from a home/remote office location.
- Other duties and responsibilities, as assigned.

**Qualifications:**

- University degree in Forestry, Project Management, Environmental Science, or a related field;
- 1 or 2 years of experience;
- Bilingual (Bahasa Indonesia/English) required;
- Strong verbal and written communication skills in English;
- Strong computer skills (Microsoft Office, Outlook, Internet);
- Ability to work independently, multi-task and work under tight deadlines;
- Excellent written and verbal communication skills;
- Background or interest in environmental conservation, socio-economic, forestry and/or forest products preferred;
- Dependability, diplomacy, good organizational skills, attention to detail and ability to work as part of a team;
- Strong customer service skills.

To Apply: Please send CV (including salary history) and Cover Letter to [ptscscoordinator@scsglobalservices.com](mailto:ptscscoordinator@scsglobalservices.com)

Subject: Junior Certification Forester Candidate

Deadline for application: 10 November 2022