

## Job Offer

The Institute for Marketecology (IMO) is an internationally operating agency for quality control and certification of sustainable products in the food and non-food sector. IMO certifies clients in about 90 countries with 400 experts worldwide; the IMO Head Office is in Switzerland with further offices around the world.

During the past years, social responsibility and fair trade certification schemes have become an increasingly important business section of IMO's certification service portfolio. IMO is the exclusive certifier of the Swiss Bio Foundation's Social & Fair Trade Programme, Fair for Life, which offers operators of socially responsible projects a solution for brand neutral third party inspection and certification in initial production, manufacturing and trading. It combines strict social and fair trade standards with environmental and sustainability criteria. ([www.fairforlife.org](http://www.fairforlife.org))

To take responsibility for our Social and Fair Trade team in the US market – particularly for distribution of the certification schemes Fair for Life and For Life - we are looking for a

### Fair Trade Senior Representative US

The vacancy is suitable for experienced sales persons with good knowledge in the fair trade sector who are willing to take responsibility for the US market expansion and growing market shares of the Fair for Life programme in the US.

#### Responsibilities and tasks:

- Regional marketing activities, e.g.
  - Market- and competition analyses
  - Participation in important sector-specific fairs and events
  - Acquisition of new customers, e.g.
    - Organization of marketing campaigns (flyer, mailing campaigns), information meetings and sales conversations
    - Customer consulting with regard to adequate standards and schemes as well as pre-conditions to be fulfilled for a certification according to Fair for Life / For Life
    - Organization of road shows and trainings for (potential) customers
    - Host Fair for Life webinars
- Customer advisory service for existing customers
- Dealing with customer feedback and complaints
- Coordination of external auditors
  - Assignments and contracts with external auditors
  - Planning of inspection dates, regions and timelines in reconciliation with inspectors
  - Training of auditors
- Budget and financials
  - Evaluation of charges and invoices

- Annual budget planning and monitoring
  - Accounting of inspection and other costs
  - Internal cost allocation, transfer of charges for IMO Head Office services
  - Regular reporting to Head Office
- Audit execution
- Conduct a number of audits during the year, requiring travel

Abilities, competences & qualifications:

- Excellent communication skills and ability to represent IMO and FFL
- Networker, with knowledge and experience in the sustainability market resp. sustainable food sector
- Verifiable achievements in recruitment of customers
- Ideally experience in the area of organic / sustainability resp. fair trade certification
- Knowledge of the value added chain of products (producer to end customer)
- Good knowledge of and interest for Social & Fair Trade topics
- Motivation for further education with regard to Fair for Life / For Life
- Commercial and economic background, e.g. detailed knowledge of cost allocation and budgeting processes
- Ideally experience / education in social auditing (e.g. SA8000 basic training course)
- Ability to travel on short notice
- Physically fit

What we offer to you:

You will take responsibility for the US presence of Fair for Life, being in contact with international colleagues and clients. This position includes 100% flexible working hours and payment is partly dependent on results. Place of work is flexible (home office).

Various interesting challenges in a friendly, multi-cultural atmosphere and inspiring working environment are waiting for you.

We are looking forward to receive your complete resume, letter of interest and any other relevant application documents. Please send to Ms Julia Edmaier at [jue@imo.ch](mailto:jue@imo.ch) up to **October 20<sup>th</sup>, 2013**.

If you have any questions, please contact the Head of our Social and Fair Trade department at IMO Switzerland Ms. Julia Edmaier [jue@imo.ch](mailto:jue@imo.ch).