



Position: INSPECTOR / SURVEYOR

JOB DESCRIPTION

- Perform inspections / surveys per customer requirements.
- Understand the inspection criteria and document accordingly.
- Report and communicate all inspections / surveys to inspection coordinators.
- Document and report all findings on forms, including details of inspection / survey, climate conditions, photos etc.
- Review and understand all customer criteria related to inspections / surveys.
- Take pictures of shipments during loading based on customer's photo requirements.
- Monitor repeated conformance issues with suppliers of paper.
- Give feedback to the ISO 9001 quality systems for improvement opportunities.
- Create, investigate and close corrective and preventive actions according to procedure for documenting and resolving issues that arise.
- Be able to document the environment conditions during the inspection / survey operation.
- Prepare claims and file them with suppliers as required.
- Be able to communicate with the suppliers with high integrity.
- Must be capable of using Microsoft programs such as Word, Excel, and Power Point.

Required:

- High school diploma or equivalent. Some college education is a plus.
- 3-5 years minimum experience inspecting waste paper.
- Proficient in Microsoft programs.
- Able to work under unsupervised conditions.
- Travel to job site.
- Clean driving record.
- Decent knowledge in digital camera operation.
- Basic knowledge in uploading photos from camera / memory card to a computer or website.
- Must have a car and a valid driver's license.
- Must have a mobile phone.