



## **POSITION ANNOUNCEMENT Quality Services Division**

### **Quality Analyst Bilingual Japanese/English**

APA – The Engineered Wood Association is seeking a Quality Analyst with knowledge of the engineered wood industry and the ability to communicate and comprehend Japanese (native level). The person filling this role must be able to travel domestically and internationally on occasion.

This role can be done remotely and does not need to be in the Tacoma, WA area although travel to the Tacoma area may be occasionally required.

#### **Essential Duties and Responsibilities:**

This key position will administer all aspects of APA's Registered Overseas Certification Body program for products certified under the Japanese Agriculture Standard.

- Maintain registered overseas certification body status with Ministry of Agriculture, Forestry and Fisheries (MAFF) in Japan.
- Maintain a professional relationship, and communicate effectively with APA staff, mill personnel and MAFF personnel.
- Submit all required documentation to MAFF
- Take the lead during annual MAFF audit.
- Participate in the Japanese Agriculture Standard (JAS) revision process.
- Work with various international technical committees involved with structural wood products.
- Translate JAS standard from Japanese to English.
- Coordinate approval process of trademarked engineered wood products for conformance to JAS product standards and APA certification policies.
- Monitor technical and quality compliance with JAS and other international standards applicable to structural wood products including plywood, OSB, glued-laminated timber, LVL and CLT.
- Review audit reports, mill quality manuals and laboratory test reports for conformance to industry, mill, APA, and JAS product standards.
- Assist in developing and conducting training programs for applicable APA staff and mill personnel.
- Ensure activities associated with APA's accreditations are maintained and enhanced.

- Aid member mills in meeting the various established standards and policies, as well as keeping them informed of the latest developments as they occur.

### **Qualifications:**

- Must be fluent with the Japanese language and familiar with Japanese customs and culture. Native level Japanese (oral and written).
- Must have a bachelor's degree or higher in a technical or manufacturing field or equivalent.
- Must have excellent verbal/written communication skills in both English and Japanese.
- Must be proficient with MS Office products, especially Excel, Word, and PowerPoint.
- Must have a valid driver's license and a safe driving record.
- Must be able to travel domestically and internationally.
- Must be able to read, analyze and interpret common scientific and technical journals written in both Japanese and English.
- Experience with international wood product standards is preferred.

### **Special Considerations:**

All staff hired after July 30, 2021, must provide acceptable evidence of Covid vaccination or acceptable evidence of initiation of the vaccination process prior to start date unless they are exempt by federal, state, or local mandate.

APA complies with provisions established by the Equal Employment Opportunity Commission.

### **The Company:**

APA is a non-profit trade association whose members manufacture the majority of the structural wood panel products manufactured in North America, plus a host of engineered wood products that include plywood, oriented strand board, glued laminated timber (glulam), cross-laminated timber (CLT), wood I-joists, structural composite lumber, and mass timber.

### **Compensation and Benefits:**

The salary range for this position is \$67,200 to \$100,800 annually. The starting range is dependent on industry experience. Benefits include:

- Paid vacation starting at 2 weeks per year.
- Paid sick leave accruing at 12 days per year.
- 401(k) Retirement Plan.
- 11 paid holidays for 2023.
- Medical, dental and vision for employee and dependents.
- Life and Accidental Death & Dismemberment insurance.

- Supplemental Life and Accidental Death & Dismemberment insurance including spouse and dependents.
- Employee Long-Term Care insurance.
- Supplemental Long-Term Care insurance offered for employee and spouse.
- Long-Term Disability insurance.
- Employee Identity Theft Protection.

*For confidential consideration, qualified applicants should submit a cover letter and resume to [hr@apawood.org](mailto:hr@apawood.org). We thank all applicants for their interest, however, only those under consideration for the role will be contacted.*

*If you require reasonable accommodation in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Manager by email at [HR@apawood.org](mailto:HR@apawood.org) or by mail to HR Manager, 7011 S 19<sup>th</sup> St, Tacoma WA 98466.*

*For more information, please visit our website at [www.apawood.org](http://www.apawood.org).*

**APA is an Equal Opportunity Employer.**