



## **POSITION ANNOUNCEMENT Quality Services Division**

### **Certification Operations Manager Tacoma WA**

**The Certification Operations Manager, under the direction of the Director, Quality Services Division, is responsible for the management and coordination of APA certification activities and staff.**

#### **Responsibilities include:**

- A. Ensures staff results by communicating job expectations, monitoring, and appraising job results.
- B. Accomplishes department objectives by managing staff, planning, and evaluating department activities.
- C. Retains employees by recruiting, selecting, and training employees.
- D. Sustains APA's recognition by national and international accrediting bodies to relevant standards for product inspection and certification.
- E. Maintains and provides managerial oversight of APA's certification program for engineered wood products.
- F. Aids Regional Managers on the auditing of client mill quality systems to ascertain conformance to existing standards and policies.
- G. Ensures compliance with trademarking policies and procedures as stipulated by the Trademark License Agreement, APA policies and the Board of Trustees.
- H. Oversees approvals, qualifications, and re-qualifications. Ensures certification decisions are made based on all relevant information including audits, testing and inspection.
- I. Assists client mills in meeting the various established standards and policies, as well as keeping them informed of the latest developments as they occur.
- J. Ensures required information is gathered and participates in annual management review of the Certification Body quality system.
- K. Develops procedures, manuals, forms, work instructions, etc., as necessary.
- L. Is an active member of the Certification Impartiality Committee.

**Qualifications:**

Bachelor's degree or advanced degree from a four-year college or university in a business or technical discipline; four to five years' experience and operational knowledge related to implementing and managing quality and certification programs, and people; or equivalent combination of education and experience.

Must possess a valid driver's license and passport (or ability to obtain one) as travel maybe required, including overnight, throughout North America and internationally on occasion.

**Special Considerations:**

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

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

**The Company:**

APA-The Engineered Wood Association is the premier industry trade association representing the majority of North American producers of engineered wood products. We offer competitive compensation and a comprehensive benefits program including health, life, and Long-Term Disability insurance, paid leave and holidays, 401(k) retirement program, Long Term Care coverage as well as others.

Based in the beautiful Pacific Northwest, our Headquarters and Research Center are in Tacoma, Washington. We are nestled between the Cascades and the Pacific Ocean with vast recreational opportunities and excellent quality of life.

**To Apply:**

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 the application process, 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.**