



 PURE
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ABOUT POET

POET is a global leader in the energy and agricultural space. We started as a supplier of fuel ethanol, and have grown into a multi-commodity marketing and transportation company providing solutions in fuels, grains, and carbon dioxide markets. We are part of a network of engineering, management, marketing, and manufacturing companies that are dedicated to being good stewards of the Earth by converting renewable resources to energy and other valuable goods as effectively as humanly possible. As the largest supplier of ethanol in the world, we believe in the value and benefits of driving a renewable solution to global energy needs, and focus on creating a more sustainable path forward in all our related industries.

JOB SUMMARY

When we show up to work at POET, it's our job to meet our customer's needs as efficiently as possible. As a **Compliance and Quality Specialist**, you will be responsible for the oversight and management of the POET, Purified Bioethanol, Bioethanol Fuel, and/or liquid CO2 compliance systems. More specifically, the responsibilities of this position include but are not limited to: being a point of contact for regulatory and quality related deliverables, providing third party, regulatory, and quality program management oversight to bioprocessing facilities, ensure bioprocessing facilities are in compliance with necessary customer requirements, assist bioprocessing facilities in preparing for third party and regulatory audits, and working closely with the POET Bioprocessing Quality Control team to ensure the design and function of the quality system is appropriate to meet POET's customer base needs and the needs of applicable government agencies. In addition, this position will assist with the collection, review, and reporting of key performance indicator data associated with their work in these areas.

THIS JOB MAY BE FOR YOU IF YOU HAVE....

- Bachelor's degree in Analytical Chemistry, Biochemistry, Microbiology, Biology, or related science required.
- ISO, SQF and/or FSSC 22000 knowledge. Ideal candidate will have experience building, deploying, and managing GFSI systems as well as adapting SQF to Purified Bioethanol, and Bioethanol fuel specific requirements.
- HACCP Certification and SQF Practitioner Certification preferred.
- Experience in managing SQF systems and other third party audit/customer requirements.
- Preventive Controls Qualified Individual (PCQI) lead instructor certification a plus.
- Experience in process optimization such as TPM or Lean Manufacturing to facilitate program roll-out and benchmarking.
- Ability to work in fast-paced environment while meeting multiple deadlines.
- This person must be self-motivated and have the ability to work with little supervision.
- Proficiency in Process Information (PI) and Statistical Process Control (SPC) software is a plus but not required.
- Knowledge in Microsoft Office Suite and the ability and willingness to learn new software applications.

- Excellent organizational, time management, and communication skills as well as the ability to adapt to change.

A TYPICAL DAY (if there is one)

- Serve as a point of contact for regulatory and quality related items for POET'S Purified Bioethanol, Bioethanol Fuel, and/or CO2 functions.
- Interface with appropriate government agencies and representatives to ensure POET's interests are properly protected.
- SQF, cGMP, HACCP, FSSC 22000, ISO and other third party program oversight as applicable to Purified Bioethanol, Bioethanol Fuel, and CO2.
- Owner of Purified Bioethanol, Bioethanol Fuel, and/or CO2 supplier verification documentation and primary point of contact for customer inquiries
- Work closely with the POET Bioprocessing Quality Control team to ensure adequacy of the quality system.
- Work closely with the POET Bioprocessing Team to implement any new provisions required by customers, third party certification bodies, and/or government agencies.
- Perform all tasks associated with product safety and quality, assigned or as needed, to meet internal and external requirements relating to the delivery of safe, quality products.
- Manage a system of key performance indicators to show continued improvement at the bioprocessing facilities regarding compliance.
- Delegate responsibility and expect accountability among team members by fostering a spirit of teamwork.
- Assist POET Bioprocessing facilities through troubleshooting and on-site training.
- Work in an honest and ethical manner; maintain confidentiality on all business-related matters.
- Foster a culture of safe behavior and environmental compliance at all times.
- Maintain a team environment, driven by a customer service focus, at all times and champion POET in the community.
- Other duties as assigned.

WORK ENVIRONMENT

- Culture is king at POET. We are all on the same team. We always communicate. We park our egos at the door. These aren't just slogans on our walls. It's part of who we are.
- We have an open work environment, with no offices. We are all in this together and we work close together.
- We work hard. We play hard. We have frequent team events, from bowling to BBQ's to charity activities.
- We also expect that everyone will maintain a healthy work-life balance. It's the best way to optimize health, happiness and productivity over the long term.
- There is not a lot of physical labor, most of your time in the office will be at a desk. Your longest walk will typically be to a meeting or to the break room to help yourself to one of the gourmet coffee\expresso selections or a piece of fresh fruit.
- This position is largely self-directed and requires a thorough understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements at all times and in all work environments. This position operates in office and bioprocessing environments.
- Travel is required up to 50% of the time. Specific Physical requirements may include:



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- Sitting approximately 90% of the time while working on a personal computer.
- Occasionally lifting weights of up to fifty (50) pounds or less.

Interested candidates should submit a cover letter and resume in either *a pdf format or MS Word with a .docx extension* to poet.com/careers/apply. We are proud to be an Equal Opportunity Employer. If you want to learn more about us, please visit www.poet.com/careers.