Who are Amivet?
Amivet Ltd are a leading provider of export health certificates for the export of food and other products of animal origin from GB. We have an extensive existing and growing client portfolio.

Certification Support Officer for Product Exports
Our fantastic team of CSO's carry out work under the direction of an APHA appointed 'certifying officer' e.g., an Official Vet.

We have a full time and part time position available, and we can offer flexibility around working patterns. Included in your working day;

- Inspection of products for export (mainly food products) e.g., quantity, description, batch/date details - (ambient, chilled and frozen)
- Collect/check the documentation/evidence required before a commodity can be certified
- IT work – checking information digitally
- Liaising with clients to obtain the required supporting documentation
- Administration duties
- Process review to ensure efficiency
- Assist the CO with completion of the export health certificate
- Inspect and audit manufacturing sites in accordance with the Groupage (GEFS) scheme
- Maintaining computer records
- Comply with all the on-site Health and Safety requirements
- Establish and maintain excellent working relationships with onsite officials

What we need from you;
Essential:

- Up to date OCQ (AHP CSO) qualified or desire to train (company funded)
- The **specific requirements** for AHP CSO qualification are;
- **3 Highers or 3 A Levels (1 of which to be a science) OR**
- **a degree OR**
- **3 years in food manufacturing role.**
- Good attention to detail, English language and literacy skills
- Ability to work under pressure
- Ability to work as part of team
- Confident and decisive nature
- Ability to explain processes to colleagues
- Ability to inspect wide range of goods in ambient/chilled/frozen areas
- Excellent computer skills
- Excellent communication skills
- Right to reside and work in the UK
- Full UK Driving license and own transport

Desirable:

- Experience of PX work
- Knowledge of food manufacturing standards/processes
- Flexibility with regards to working hours (some sites/roles may require early morning/evening and/or nights)

Remuneration for employees
You'll be one of our greatest assets, so, employee benefits include:-

- Salary starting from £26,000 depending on experience (pro rata for part time employees)
- Annual salary reviews
- Holidays – 5.6 weeks inc bank holidays
- Length of service holiday increase up to max of 6.6 weeks inc BH
- Private Health Insurance with no excess to pay on any claims and multiple other benefits
- Company sick pay
- Pension
- Bereavement Leave
- Paid 'Emergency' leave
- Benefits platform with access to discounts for many well-known retailers
- Full Training provided & funded – including OCQ CSO qualifications
- Uniform/PPE Provided
- Opportunity to progress within an expanding company