



# Poultry Compliance and Administrative Specialist

JWM Poultry Solutions  
JWM Poultry Solutions in Mount Joy, PA 17552  
Full-time

## Poultry Compliance and Administrative Specialist

The Poultry Compliance and Administrative Specialist is responsible for maintaining all programs of compliance being followed in JWM housing. This position will work closely with the growers, producers, service techs and management to ensure compliance standards are being followed throughout JWM. This role has a direct responsibility to understand and assist operations to uphold all regulations and standards followed at the farm level.

## Job Description and Responsibilities

- Be willing to or already obtain certification requirement knowledge for poultry (pullets, layers, broilers) including but not limited to American Humane, Organic Standards, PEQAP Standards, CA Compliant, USDA, FDA to keep JWM housing in compliance with all necessary standards.
- Be willing to or already obtain Certified Poultry Technician License (PA).
- Maintain and monitor biosecurity practices and plans including writing and keeping updated plans for JWM housing.
- Conduct audits and inspections to abide by certification entity requirements.
- Conduct internal audits to keep compliance practices well maintained.
- Coordinate and prepare corrective action from audits internally and externally.
- Be able to collect and evaluate house profiles for new or potential housing. Including keeping up with profile sheets for existing housing additions.
- Develop and coordinate employee training programs related to compliance.
- Attend industry functions such as seminars, workshops and tradeshow to obtain skills to further achieve personal success.
- Enforce various JWM policies related to industry.
- Implement and maintain a vaccine inventory management program.
- Manage the vaccine inventory according to customer schedules and order vaccine as needed.
- Be an active member of local industry to help promote JWM's image.
- Be willing to assist in administrative and field service areas to support JWM.

- Obtain or learn duties of poultry service technician, not to perform everyday, but to fill in if needed.
- Help with other office and administrative duties as needed.

**Successful candidate should be able to:**

- Be present and punctual at work with a positive attitude.
- Travel as needed within PA, OH, MD, DE, NY, NJ (limited overnight travel out of state is sometimes required).
- Experience in monitoring compliance and/or implementing programs relating to compliance or other recognized standards.
- Be able to handle live animals (poultry).
- Be comfortable communicating with farmers, farm hands, workers and other coworkers.
- Be comfortable addressing issues directly as identified on farm.
- Must be familiar with Microsoft Office (Excel, Word, Outlook)
- Not required but recommended to have highly proficient Excel skills.
- Must be comfortable using various pieces of technology (laptop, iPad)
- Must be highly organized with time management focus.
- College degree preferred, not required.

**JWM Poultry Solutions is dedicated to serving the industry with the best quality products, and customer service available. We offer a wide variety of solutions to meet the industry's needs from custom growing, flock service and management, compliance management, developing data collection systems, and much more. With a team of over 40 years of technical experience, JWM is well equipped to achieve producer excellence.**

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Please submit all resumes to : [Korina.King@paragonpoultry.com](mailto:Korina.King@paragonpoultry.com)