



Sustainability for a Connected Future

DIRECTOR, GEC ASSURANCE SERVICES AND OPERATIONS

- Full-time (USD \$99k - \$149k/year)
- Fully remote (Home Office in Washington DC area or Brussels, Belgium preferred)
- FLSA Exempt in U.S.
- Reports to Vice President, Ecolabels and Manufacturer Resources

POSITION DETAILS

The Director, GEC Assurance Services plays a critical role in successfully managing GEC's Conformity Assurance Body for the EPEAT ecolabel. The position has two primary areas of responsibility: 1) Management of GEC's Conformity Assurance Body; and 2) Client Engagement. Where required, the Director, GEC Assurance Services and Operations also contributes to other activities that accelerate the growth of GEC's mission.

RESPONSIBILITIES

Management of GEC's Conformity Assurance Body (CAB)

- Manage GEC CAB annual budget development process and implementation.
- Develop annual workplans that align with and advance GEC's mission-driven goals and strategic focus.
- Manage and professionally develop GEC CAB personnel (GEC staff and contract auditors), including ensuring they have appropriate training and are qualified, conducting performance reviews, and providing supervision and coaching.
- Ensure GEC CAB operates in an impartial manner to meet expectations of clients and external stakeholders.
- Ensure GEC CAB maintains a superior level of customer and stakeholder support.
- Collaborate closely with other GEC functions to facilitate successful implementation of criteria within EPEAT's conformity assurance system and to improve GEC's understanding of conformity assurance nuances of criteria.
- Oversee and manage GEC CAB's conformity assurance activities and quality management system.
 - Maintain the excellence of GEC CAB's conformity assurance activities and knowledge base, and manage the day-to-day conformity assurance activities.
 - Maintain a quality management system that meets or exceeds accreditation requirements, such as those in ISO/IEC 17020 and the EPEAT Program's conformity

assurance system. This includes maintenance of documentation, management of internal and external audits, and oversight of corrective and preventative action plans.

- Serve as the representative to top management, with responsibility for reporting on the implementation and effectiveness of the GEC CAB's quality management system and conformity assurance activities.
- Where needed, act as Technical Manager for one or more EPEAT product categories, ensuring that Documentation Reviews, Continuous Monitoring, and any other conformity assurance activities are conducted in accordance with internal procedures, external accreditation requirements, and the EPEAT Program's conformity assurance system.

Client Engagement

- Maintain a superior level of client-focused services and engage with GEC CAB clients to facilitate client retention and identify areas for GEC CAB improvements.
- Engage in in-person meetings with GEC CAB clients to support the GEC CAB client base.
- Ensure client and other stakeholder questions are answered in a timely manner and interact constructively in sometimes challenging situations.
- Serve as a spokesperson for GEC CAB and where required, represent GEC at in-person meetings with external stakeholders such as institutional purchasers and/or criteria development organizations.
- Perform outreach to potential clients for new EPEAT categories.

GEC Mission-Driven Activities:

- Where required, contribute to, and manage other projects that accelerate the growth of GEC's mission.

QUALIFICATIONS

- Bachelor's degree in a relevant field such as sustainability, sciences, engineering or related field. Advanced degree preferred.
- Successful completion of EPEAT Auditor training (can be completed after hiring), and knowledge of EPEAT criteria and EPEAT Program Requirements.
- Ten years' experience managing conformity assurance/certification activities in an organization accredited to ISO/IEC 17065, ISO/IEC 17020 or similar standard.
- Experience with sustainability issues related to electronics, compliance issues in complex supply chains, and an understanding of how manufacturers maintain compliance throughout their supply chains.
- Management experience including strategic planning, managing and mentoring staff, and the ability to oversee multiple projects in a fast-paced environment.

- Technical writing acumen and exceptional oral communications skills.
- Excellent problem-solving abilities and a proven ability to be open-minded and client-focused
- Direct experience in the electronics industry (preferred).
- Flexibility to work with stakeholders in different regions of the world. Some travel required (15%).
- Bilingualism an asset (Spanish, Chinese, Korean, Japanese preferred).

Benefits: GEC recognizes, supports, and invests in our employees and we offer outstanding benefits -

- Comprehensive health coverage (medical, dental, and vision)
- 401(k) retirement savings plan fully vested upon enrollment
- Flexible work hours and focus on work/life balance
- Professional development benefit
- Three weeks vacation per year
- Generous holiday leave (including one week off for Spring Holiday and two weeks off for Winter Holiday)
- Stretch Fridays (every third Friday of the month off)

Application Process: Submit a résumé and a cover letter *specifically focused on your qualifications for this position* to Ms. Julia Bulfin: jbulfin@gec.org. Include in your cover letter details demonstrating competencies and qualifications listed above.

Equal Employment Opportunity and Diversity, Equity and Inclusion at GEC: Applicants and employees will be free from discrimination based on characteristics protected by federal, state or local law such as race, religion, color, national origin, marital status, age, sex, sexual orientation, gender, gender identity, genetic information, veteran status, and disability.

GEC understands the importance of maintaining a diverse, inclusive, and equitable workplace founded on respect and a shared commitment to sustainability. It is our belief that having a diverse and inclusive workforce is critical to our success, including our ability to attract and retain employees, ensure our employees thrive, and to better serve our mission. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.