



*Sustainability for a Connected Future*

## **MANAGER, SUSTAINABILITY ASSESSMENT SERVICES**

- Full-time (USD \$72k - \$108k/year)
- Fully remote (Home Office in Portland, OR or Washington DC area preferred)
- FLSA Exempt in U.S.
- Reports to Director, GEC Assurance Services

## **ABOUT GLOBAL ELECTRONICS COUNCIL**

The Global Electronics Council (GEC) is a mission-driven non-profit launched in 2006 dedicated to creating a more just and sustainable world. Our focus on electronics is due to our recognition that electronics have become increasingly pervasive, finding their way into products within our home, car, clothing, toys, and even the watches we wear. While the technologies that rely on electronics can provide tremendous societal good, they are also the source of significant negative environmental and social impacts. GEC acts as the fulcrum point between the institutional purchasers who buy electronics and the manufacturers who produce them.

We support large-scale purchasers, both public and private, with tools and resources. By deciding to buy sustainable technology, institutional purchasers leverage their purchasing decisions towards creating a more sustainable and just world. We are also committed to ensuring that sustainable IT products from micro, small and medium enterprises (MSMEs) are highlighted to purchasers globally and that MSMEs are a part of the global technology supply chain.

GEC manages ecolabels to assist purchasers in identifying credible sustainable technology products and services. GEC's EPEAT ecolabel is the leading Type 1 ecolabel covering products and services from the technology sector. It offers purchasers access to more products from a broader range of manufacturers, including MSMEs, than any other comparable ecolabel.

## **POSITION DETAILS**

The Manager, Sustainability Assessment Services plays a critical role in the success of GEC's Conformity Assurance Body for the EPEAT ecolabel by implementing conformity assurance and quality management system activities and providing a high level of client-focused service. The position has three primary areas of responsibility: 1) Conformity assurance activities, 2) Process management and improvement, and 3) Client support.

## **RESPONSIBILITIES**

### **Conformity Assurance Activities**

- Perform day-to-day execution of GEC CAB conformity assurance activities and ensure consistency in delivery and outcomes.
- 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.

- Perform documentation review of client documentation and evidence submissions, assess if these show conformance with EPEAT criteria, and communicate both the results and rationale to clients.
- Assign Continuous Monitoring Investigation to auditors and manage Continuous Monitoring Investigations in accordance with internal procedures and EPEAT Program requirements.
- Review Continuous Monitoring Investigation Reports for technical accuracy and make final conformity recommendation to the EPEAT Program.
- Manage GEC CAB auditors, including ensuring they are appropriately trained and qualified, conducting performance reviews, and monitoring the ongoing quality of their work.

### **Process Management and Improvement**

- Support the implementation, maintenance, and continuous improvement of GEC CAB's quality management system to meet external accreditation and EPEAT Program conformity assurance system requirements.
- Work closely with other GEC CAB staff to document, refine, and mature conformity assurance processes.
- Support internal and external audits to meet GEC CAB accreditation requirements.
- Help to refine and mature the conformity assurance processes used by GEC CAB, including identifying potential nonconformities, developing, and implementing corrective action plans.

### **Client support:**

- Answer client and other stakeholder questions in a timely manner.
- Interact constructively in sometimes challenging situations.
- Where required, engage in in-person meetings with GEC CAB clients to support the GEC CAB client base.

### **GEC Mission-Driven Activities:**

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

### **QUALIFICATIONS**

- Bachelor's degree in sustainability, sciences, engineering, or related field.
- Successful completion of EPEAT Auditor training (can be completed after hiring).
- Three to five years of experience in conformity assessment or another relevant field.
- Knowledge of conformity assurance activities in an accreditation environment. Familiarity with ISO/IEC 17065, ISO/IEC 17020, ISO 14024, or other ISO management systems an asset.
- Experience with compliance issues in complex supply chains and an understanding of how manufacturers maintain compliance throughout their supply chains (preferred).
- Ability to review documented evidence for conformance to sustainability criteria requirements and formulate written evaluation and conclusions of conformity based on the evidence.

- Ability to read laboratory test reports and provide recommendation on whether conformance to sustainability criteria is demonstrated.
- Broad knowledge of the environmental and sustainability issues related to electronics and information technology.
- Experience in the electronics industry and/or specific technical knowledge related to the types of electronics products covered by EPEAT (preferred).
- Exceptional oral and written communications skills, and a proven ability to be open-minded, client-focused, and impartial.
- Flexibility to work with stakeholders in different regions of the world. Some travel required (less than 5%).
- 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](mailto: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.