



Sustainability for a Connected Future

MANAGER, SUSTAINABILITY ASSESSMENT SERVICES

POSITION DETAILS

- Full-time (\$88k - \$110k)
- FLSA Exempt
- Fully remote
- Reports to Director, GEC Assurance Services and Operations

ABOUT THE GLOBAL ELECTRONICS COUNCIL

The Global Electronics Council® (GEC) is a mission-driven non-profit organization that accelerates the transformation of markets that prioritize the most sustainable electronic technology products and services, advancing the well-being of people and planet. Founded in 2006, GEC manages the most widely used ecolabel for electronics globally, EPEAT®, which is used by purchasers in more than 42 countries. GEC works with global electronics brands and large-scale purchasers to facilitate their adoption of sustainable manufacturing and procurement processes. We aim for a world with only sustainable electronic technology. More information is available at www.GlobaElectronicsCouncil.org.

POSITION SUMMARY

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.

ESSENTIAL JOB DUTIES

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.



Sustainability for a Connected Future

- 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.

REQUIRED QUALIFICATIONS

- Bachelor's degree in sustainability, sciences, engineering, or related field.
- 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.
- Successful completion of EPEAT Auditor training (can be completed after hiring).
- 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.



Sustainability for a Connected Future

- Broad knowledge of 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).
- Experience in photovoltaic modules and inverters and renewable energy field (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 harmony
- 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.