



Sustainability for a Connected Future

MANAGER, SUSTAINABILITY ASSESSMENT SERVICES

POSITION DETAILS

- Full-time (\$50k to \$86k depending on experience)
- FLSA exempt
- Fully Remote (Washington DC, Portland OR, or Ottawa ON Canada Preferred)
- Reports to Director, Conformity Assurance Services

ABOUT GLOBAL ELECTRONICS COUNCIL

The Global Electronics Council (GEC) is a mission-driven non-profit launched in 2006 and 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.

POSITION SUMMARY

The Manager, Sustainability Assessment Services plays a critical role in the success of GEC's Conformity Assurance Body (GEC CAB) by implementing conformity assurance and quality management system activities for GEC CAB and providing a high level of client-focused services. GEC owns and operates EPEAT, the leading global ecolabel for technology products. To participate in EPEAT, companies must work with a conformity assurance body to prove their products meet EPEAT sustainability criteria. This position will contribute to the ongoing success of GEC's CAB. The position involves three main functions – Conformity Assurance Activities; Process Management and Improvement; and Client Engagement. Where required, the Manager, Sustainability Assessment Services also contributes to other activities that accelerate the growth of GEC's mission.



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RESPONSIBILITIES

Conformity Assurance Activities:

- Coordinate and execute GEC CAB conformity assurance activities and ensure consistency in delivery and outcomes.
- Ensure that conformity assurance activities are conducted in accordance with internal and external requirements, including those from the EPEAT Program and those from external accreditation bodies.
- Manage GEC CAB contracted auditors and laboratories including:
 - Ensuring contracted individuals or organizations have the technical competence to perform the required conformity assurance activities;
 - Conducting ongoing monitoring and annual performance evaluations of auditors, and identifying areas for ongoing training;
 - Developing and implementing appropriate training activities; and
 - Serving as the primary technical support for achieving the highest levels of performance and service.
- Support implementation of key strategic activities, in particular those designed to facilitate participation by micro, small and medium enterprises.

Process Management and Improvement:

- Support the implementation, maintenance and continuous improvement of GEC CAB's quality management system to meet external accreditation requirements.
- 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 Engagement:

- Ensure client and other stakeholder questions are answered in a timely manner and interact constructively in sometimes challenging situations.
- Maintain a superior level of client-focused services and engage with GEC CAB clients to support and retain GEC CAB's client base.
- Where required, attend in-person meetings with GEC CAB clients.

GEC Mission-Driven Activities:



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

QUALIFICATIONS

- Bachelor's degree in sustainability, sciences, engineering or related field.
- Passed EPEAT Auditor Training or ability to pass Training (can be completed after hiring).
- Three to five years of experience in conformity assurance or another relevant field (preferred).
- Knowledge of conformity assurance activities in an accreditation environment. Familiarity with ISO/IEC 17065, ISO/IEC 17020, ISO 14024, or other ISO management systems (preferred).
- Broad knowledge of the environmental and sustainability issues related to information technology.
- Exceptional oral and written communications skills, and a proven ability to be open-minded, client-focused and impartial.
- Flexible with hours worked in order 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, rewards, and supports our employees and we offer outstanding benefits:

- Comprehensive health coverage (medical, dental, and vision)
- 401(k) retirement savings plan fully vested upon enrollment
- Annual paid time off including 3 weeks' vacation (plus two weeks paid time off during winter holidays)

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