

EPEAT Purchaser Relations Manager

POSITION DETAILS:

- Full-time (\$55k - \$60k/year)
- FLSA Exempt
- Located in Portland, Oregon
- Reports to Senior Manager, Purchaser Relations

ABOUT THE GREEN ELECTRONICS COUNCIL:

The Green Electronics Council (GEC) is a mission-driven organization that seeks to achieve a world in which only sustainable electronics are designed, manufactured, bought, used and recycled. GEC was founded in 2006 and 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 systems. We aim to increase the market availability and purchase of sustainable electronics. More information is available at www.GreenElectronicsCouncil.org.

POSITION SUMMARY

The Purchaser Relations Manager supports the GEC Purchaser Relations Team in driving and quantifying purchaser demand for more sustainable IT products. The goal of the position is to grow the uptake of EPEAT amongst large-scale purchasers, with a primary focus on education, hospitality, finance, media and healthcare sectors. The position involves three main functions: supporting Education, Hospitality, Finance, Media and Healthcare sector purchasers in using EPEAT for their sustainable procurement needs; overseeing the planning and implementation of the EPEAT Purchaser Awards and providing support to the GEC Purchaser Relations function, as requested.

RESPONSIBILITIES

Education, Hospitality, Finance, Media and Healthcare Sector Purchasers

- Establish and maintain relationships with key purchasers and associations from the Education (Universities and K-12), Hospitality, Finance, Media and Healthcare sectors
- Advocate for inclusion of EPEAT in sustainable procurement programs by providing information about EPEAT, including delivery of trainings; assist purchasers in quantification of benefits associated with purchase of EPEAT IT products using the GEC Benefits Calculator; update GRI and CDP purchaser guidance on the use of EPEAT in those respective reporting protocols
- Identify and communicate internally the needs of the Education, Hospitality, Media, Finance, and Healthcare sectors purchasing community
- Develop familiarity with, follow and represent GEC's interests on relevant sector initiatives
- Identify key conferences, educational opportunities, and other sector events and participate to increase awareness of GEC provided purchaser resources, including EPEAT

EPEAT Purchaser Awards

- Play a lead role in the planning, purchaser recruitment, and logistics of the EPEAT Purchaser Awards program
- Raise awareness with highlighted sector purchasers about the EPEAT Purchaser Awards and facilitate their participation
- Support the awards program including identifying relevant events where award ceremonies can be hosted, identifying potential speakers, providing logistical support including ordering awards and on-site logistics
- Calculate environmental benefits for award winners

GEC Purchaser Relations

- Support international Education, Finance, Hospitality, Media and Healthcare sector purchaser outreach
- Coordinate with GEC Communications & Events function to develop sector-specific purchaser-focused communication products
- Update and maintain GEC relationship database and help capture information about the use of GEC Purchaser resources, including EPEAT

QUALIFICATIONS

- Bachelor's degree in business, environmental studies, management/MBA, or communications
- Minimum of five years' experience with procurement (preference for experience in sustainable procurement) or equivalent education/training in procurement is acceptable
- Experience working with one of the five sectors: Education, Hospitality, Media, Finance, and/or Healthcare
- Exceptional oral and written communication skills
- Experience working with a diverse set of stakeholders; proven ability to act with high degree of professionalism
- Ability to think strategically and analytically
- Exceptional organizational skills
- Extensive experience using Microsoft Office Suite and other relevant applications
- Ability and willingness to travel (25%)
- Ability to work independently, as well as in a team environment

Application Process: Submit a cover letter and résumé *specifically focused on your qualifications for this position* to Ms. Julia Bulfin: jbulfin@greenelectronicscouncil.org . Include in your cover letter details demonstrating competencies and qualifications listed above. No phone calls please.