

**Job Title:** National Management System Coordinator  
**Department:** Compliance Department  
**Reports to:** Chief Compliance Officer  
**Organization Name:** ERI  
**Organization Web Site:** <http://www.electronicrecyclers.com>  
**About Our Organization:** We reuse, refurbish and recycle electronics equipment  
**Location:** Open (preferable re-location to Fresno, California)  
**FLSA Status:** Non-Exempt

**General Purpose:**

To provide overall coordination for the handling of all management system-related activities (e.g. ISO 14001, OHSAS 18001, E-Stewards and R2)

**Key Responsibilities:**

- Overall coordination of all management system-related activities nationally (8 sites in total...and growing)
  - Ensure that the management system is established, implemented and maintained in accordance with the relevant management systems
  - Report on the performance of the management system to top management for review to be used as a basis for improvement of the management system
  - Manage/control documentation (documents and records)
  - Train staff on ongoing management of local management-system related activities

**Working Conditions:**

Exposure to normal office and plant working conditions, with occasional exposure to noise, equipment and machinery.

**Qualifications:**

A seasoned management system professional, preferably certified in at least one of the disciplines/management systems listed above.

- **Education:**
  - 4-year college degree or equivalent
  - Management system training in related disciplines
  - Auditor training in ISO 14001 and/or OHSAS 18001 is preferred
    - Resources to be provided for applicant to acquire training in E-Steward and R2 standards

## **Experience**

- 5-10 years directly-related experience implementing and coordinating management systems in an industry related to the re-use, refurbish and recycling industry is mandatory.
- 5-10 years directly-related experience implementing and coordinating management systems in the recycling industry is preferred.

## **Physical Requirements:**

- Ability and willingness to travel
- Ability and willingness to perform all activities related to this position (e.g. hands-on inspections, walk-throughs, standing and sitting)
- Extensive electronic and paper work
- Basic physical requirements related to office work and functioning in a plant setting

## **Salary:**

\$70,000, plus all work-related expenses at cost