



ASSOCIATE CERTIFICATION COORDINATOR

Green Seal®, a nonprofit organization founded in 1989, is the nation's premier ecolabel, symbolizing transparency, integrity, and environmental leadership. Our flagship program develops life-cycle-based environmental standards, and certifies products and services that meet them. Green Seal's science-based programs empower choices and improvements that transform the economy for a healthier, greener world.

Green Seal has a full-time staff opening in support of our Certification program in either our Madison, WI, or Washington, DC office. We are looking for someone with an interest in the environment to assist the Certification department in a wide variety of projects. The ideal candidate will have a bachelor's degree and 1-2 years' experience in administration, data management, client interaction, customer service, efficiency, planning, and project management. A commitment to Green Seal's mission is a huge plus!

Job responsibilities would include the following:

- Work with companies to obtain necessary formula information for product reviews
- Provide training and assistance for clients using the Green Seal client portal
- Assist with quality management
- Assist with utilizing Customer relationship management system (Microsoft Dynamics)
- Maintain website listing and internal records of certified products and services
- Upload technical product data and maintain databases
- Assist with compliance monitoring projects
- Assist with developing new policy and procedures documents and in updating existing policies and procedures
- Improve organization of internal Certification information
- Compile and update certification department status reports
- Miscellaneous assistance to the department and the VP of Certification, as needed

Qualifications & Skills Required

- Bachelor's degree (Scientific or technical field preferred)
- 1-2 years relevant experience preferred
- An ability to work both independently and as part of a team
- Excellent written and verbal communication skills
- Ability to prioritize and multi-task
- Strong attention to detail
- Desire to gain knowledge and experience in the environmental field
- Learn quickly and take ownership of projects
- Proficiency with Microsoft Office programs

Salary Range: \$35,000-\$45,000, depending on qualifications.

Minority candidates are strongly encouraged to apply.

Send cover letter and resume to certification@greenseal.org, ATTN: Associate Certification Coordinator by **February 19th, 2018**.

HEADQUARTERS

1001 Connecticut Ave NW, Ste 827
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SOUTHEAST OFFICE

374 Siouan Drive
Lexington, NC 27295-8571

MIDWEST OFFICE

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