



## Sustainability Coordinator

*Operations / Quality Assurance & Sustainability/Sustainability*

Moncton, New Brunswick

Do you want to work for a dynamic and rapidly growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

### The Opportunity

We are growing and looking for a motivated **Sustainability Coordinator** to join the Quality Assurance & Sustainability team working in Moncton, New Brunswick.

### Objective & Purpose

- This position supports the development, implementation, and ongoing maintenance of Greystone's Sustainability Program as well as Greystone's Environmental Management System (ISO14001).
- This position also provides management support for reporting on sustainability program activities, reporting of results against key performance indicators (KPI's) and science-based targets (SBTi), and responding to regulator and customer sustainability assessments of Greystone.
- This position also administers and maintains Greystone's environmental compliance data in support of regulatory compliance reporting and environmental product declarations (EPD's).

### Principle Duties & Responsibilities

- Assist with the development, implementation, and ongoing maintenance of the company's Sustainability Program including associated processes and procedures.
- Act as a sustainability "champion" by promoting active improvement efforts within Greystone and researching opportunities for further sustainability improvement.
- Assist with staff training on general sustainability topics as well as specific processes and procedures.
- Assist with the development, implementation, and ongoing maintenance of the company's Environmental Management System (EMS) / ISO14001 program.
- Validate ongoing compliance to the EMS by conducting internal audits of EMS documented processes and procedures.
- Support procurement with surveying and auditing the company's supply chain for compliance to environmental and sustainability requirements and commitments.
- Support management with reporting on company sustainability activities including progress on improvement commitments and results against Key Performance Indicators (KPI's) and Science Based Targets (SBTi).
- Support management with responses to customer and regulator assessments and audits of the company's Sustainability Program.
- Maintain environmental product compliance data within the company's compliance management application.
- Assist management with developing and maintaining Environmental Product Declarations (EPD's) and related documentation.
- Author sustainability, EMS, and environmental compliance processes and procedures as required. Ensure all required documentation follows the company's document control procedure.



- Monitor sustainability, EMS, and environment compliance tasks and projects recorded in JIRA including reporting on progress and aging statuses.
- Administer EMS and sustainability non-conformance (NCR) processes including assisting with any internal or external related corrective and preventative actions (CAPA) responses.
- Cross train with the Quality Assurance Coordinator to ensure appropriate coverage of key department responsibilities during respective absences.
- Additional duties as required.

## Education, Training & Experience

- Diploma in environmental and social sustainability or equivalent training and business experience.
- Minimum (2) years experience in a sustainability or environmental compliance role; preferably within a discrete manufacturing operation.
- Strong and current working knowledge of environment management systems (ISO14001).
- Strong and current working knowledge of environmental product compliance directives such as RoHS, REACH and related directives.
- Experience with product Lifecycle Analysis (LCA) as it relates to Environmental Product Declarations (EPD's) would be considered an asset.
- Experience with quality management systems (ISO9001) would be considered an asset.
- Experience in electro / mechanical product manufacturing would be considered an asset.

## Skills and Competency Requirements

- Strong attention to detail with methodical approach to daily work activities.
- Strong interpersonal, communication, and organizational skills.
- Strong data analysis and document management skills.
- Strong understanding of Microsoft Office with ability to learn job specific software applications quickly and proficiently.
- Proven ability to work in a high paced multi-tasking environment.
- Self-motivated and capable of working independently with limited supervision.
- Demonstrated commitment to continuous improvement and personal development.

Preference will be given to applicants that can prove a successful track record.

Only those who will be considered for the next step of the application process will be contacted.

**Applications should be forwarded to Jessica Blakemore at [blakemore.j@greystoneenergy.com](mailto:blakemore.j@greystoneenergy.com)**