

## Certification Manager

Location: Amsterdam, the Netherlands (office/hybrid), or Germany (home office), or the United States (home office)

Eligibility to work in the European Union or United States (depending on location) is required for this position.

Release date: 2 May 2022

The Cradle to Cradle Products Innovation Institute is looking for an exceptional individual to join our highly dedicated and talented team to accelerate adoption and maximize the positive impact of the Cradle to Cradle Certified® Products Program worldwide.

The Cradle to Cradle Products Innovation Institute is dedicated to powering innovation for the circular economy through products that have a positive impact on people and planet. As the standard-setting organization and certification body for the Cradle to Cradle Certified Product Standard, the Institute works closely with leading organizations worldwide to guide and validate their efforts to apply the principles of material health, product circularity, clean air and climate protection, water and soil stewardship, and social fairness to product design and manufacturing.

The Certification Manager will be a key member of the Institute's Certification Team and play an integral role in the administration and implementation of third-party verification services for ensuring product compliance with the Cradle to Cradle Certified standards. In addition to managing day-to-day administrative aspects of the certification program and performing in-depth technical reviews of product assessments, the Certification Manager will also contribute to the continuing evolution of certification operations and the Cradle to Cradle Certified standard requirements to support global adoption.

The Certification Manager will bring scientific/technical expertise relevant to the Cradle to Cradle Certified program, a strong aptitude for proactive problem-solving and embracing change, and a genuine passion for advancing the Cradle to Cradle principles. Working closely with the Institute's team and global assessor network, the Manager will deliver efficient, high quality certification services to companies in the Cradle to Cradle Certified community.

## KEY RESPONSIBILITIES

- Manage day-to-day administrative aspects of the certification program, including the processing of certification applications, certification agreements, invoices, and other certification and operations related tasks.
- Perform in-depth technical reviews of product assessment reports submitted to the Institute by independent assessor organizations to verify compliance with requirements in the Cradle to Cradle Certified Product Standard.
- Provide technical and administrative support to certification holders and applicants, program assessors, Institute staff, and other program stakeholders.
- Drive design and implementation of improvements to certification processes, policies, standard requirements, user tools and resources based on program vision, direct experience, and user/stakeholder feedback.
- Assist in conducting Assessment Body audits and other activities to ensure products are assessed consistently and in accordance with the Cradle to Cradle Certified Product Standard
- Provide other technical, research, and standard development support, as needed.

## QUALIFICATIONS

- Bachelor's or Master's Degree in a relevant scientific/technical field of study (e.g., environmental science, chemistry, or engineering)
- At least 5 years of relevant work experience
- Experience and/or working knowledge in one or more of the Cradle to Cradle Certified focus areas: Material Health (chemical composition of materials; chemical hazard and/or exposure assessment); Product Circularity (e.g., recycled content, recycling processes, biodegradation, composting); Renewable energy concepts (i.e., energy accounting, renewable energy credits, and greenhouse gas emissions, accounting, and offsets, LCA, EPD); Water & Soil Stewardship; Social Fairness/compliance practices as they relate to product manufacturing
- Experience in providing administrative support relevant to certification program operations
- Experience in writing and/or reviewing technical reports, and processing and organizing data or complex qualitative information
- Excellent written and spoken communication skills in English
- Sharp research and analytical skills
- Strong commitment and thorough attention to detail
- Strong sense of personal responsibility and accountability for delivering high-quality work within a set timeline
- Self-starter, able to initiate projects and work independently
- Technical experience related to environmental certification and/or sustainable manufacturing practices preferred
- Experience with auditing of voluntary sustainability certifications preferred
- Practical experience with the Cradle to Cradle Certified Products Program preferred
- Experience in working with or administering databases or information systems preferred

- Detailed functional knowledge of standard office software (MS Office suite, Adobe Acrobat, Google apps)
- ISO 9001/19011 certification is preferred
- Enthusiasm for learning and using Salesforce to manage certification operations

### **WHY WORK WITH US**

- Be part of a renowned organization at the leading edge of standard-setting and innovation for the circular economy.
- Thrive in an organizational culture that values collaboration, diversity & inclusion, excellence, integrity and innovation.
- Take part in impactful work designed to connect the dots between the vision of a global prosperous circular economy and practical, real-world application.
- Engage with global leaders to address systemic challenges to responsible production and consumption at the product, business and industry level.
- Interact with leading businesses, governments, industry associations, NGOs and academia within the sustainability and circularity movement.
- Work with talented, highly motivated, mission-driven colleagues in an international setting.
- Be challenged to think beyond traditional approaches and apply holistic pathways to sustainability and industry transformation.
- Shape a positive future for product design and manufacturing, and make an impact for society at large.

To apply for this role, please submit a current resume and a one-page cover letter in English to [careers@c2ccertified.org](mailto:careers@c2ccertified.org).

*The Cradle to Cradle Products Innovation Institute is an equal opportunity employer.*

