



## **Ace Computers**

340 Howard Ave.  
Des Plaines, IL 60018

Phone: 877-223-2667  
E-mail: [careers@acecomputers.com](mailto:careers@acecomputers.com)

### **Global Product Sustainability & Compliance Associate**

Location: [Des Plaines / Remote](#)

Employment: [Full-time](#)

**Summary:** This role reports to our global product stewardship program to ensure product compliance to voluntary and customer-mandated product stewardship requirements (i.e., EPEAT, Energy Star, etc.).

The right candidate will be a dynamic and motivated individual who embraces autonomy and exhibits the critical and strategic thinking necessary to plan projects effectively, execute those projects in a timely manner, have the ability to make decisions, and provide recommendations regarding overall product stewardship initiatives of our product portfolio.

#### **Duties & Responsibilities:**

- Develop and implemented policies and procedures to ensure compliance with EPEAT and Energy Star programs.
- Work directly with vendors to obtain required documentation to support compliance, including but not limited to the following: REACH, ROHS, WEEE, Elimination of Heavy Metals, etc.
- Serve as the thought leader and SME for sustainability across the organization. Working closely with engineering, sales, supply chain, and quality to review and provide regulatory guidance on new products and processes.
- Monitor emerging regulations as they relate to computers and servers, assess the potential impact and communicate with all stakeholders.
- Ensure timely reporting of information to regulatory and non-regulatory programs.
- Support timely and accurate compliance postings and other related documentation to the external website.
- Maintain annual product take-back program processes and report results to management.
- Foster relationships with recycling partner organization to facilitate end-of-life take-back programs.
- Maintain an organized database to support regulatory product registrations.
- Support as requested, environmental, occupational health, safety, and energy efficiency program initiatives at the corporate level.

Requirements:

- Ability to read, understand, and communicate technical standards.
- Resourceful in your ability to find and obtain information.
- Familiar with IT technical specifications
- Comfortable with technical writing, including procedures, processes, statements, etc.
- Must be detail oriented.
- Must be a self-starter.
- Must be organized.
- Must be a team player and easily work with others to complete projects/tasks.

Benefits:

- 401(k) and 401(k) matching.
- Dental Insurance
- Vision Insurance
- Disability Insurance
- Health Insurance
- Life Insurance
- Employee Discount
- Flexible scheduled
- Paid time off.
- Tuition reimbursement

Send applications to [careers@acecomputers.com](mailto:careers@acecomputers.com)