

KEILHAUER

SUSTAINABILITY OFFICER **GRADE 8**

WHO IS KEILHAUER?

Founded in 1981, Keilhauer is a privately owned, design-focused contract furniture manufacturer. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards. At Keilhauer, we believe that because we all share this planet, it is essential that we do our part protecting it. Our comprehensive sustainability program, *Planet Keilhauer*, driven by our goal of closed-loop manufacturing, is an approach to production in which there is no waste and materials are cycled back into the system, minimizing environmental impact.

SUMMARY

At Keilhauer, we believe that because we all share this planet, it is essential that we do our part protecting it. Our comprehensive sustainability program, *Planet Keilhauer*, driven by our goal of closed-loop manufacturing, is an approach to production in which there is no waste and materials get cycled back into the system, minimizing environmental impact. The Sustainability Officer manages and oversees Keilhauer's environmental and corporate social responsibility functions, and is responsible for achieving and maintaining a comprehensive sustainability program at Keilhauer (BIFMA LEVEL). Included in this is general environmental, sustainable product procurement, waste elimination, toxicity reduction, energy and water improvement, as well as environmental health and quality improvements for Keilhauer. This position will be responsible for tracking and benchmarking all environmental programs, coordination of environmental programs between departments and represents the organization's environmental initiatives with both internal and external stakeholders.

Your role encompasses research, analysis, planning and delivery of impactful goals. You will work on identifying initiatives and determining how best to tackle them. Some of your activities will include creating plans for environmental certification benchmarks, supporting customer bids by investigating chemicals in products and consulting on material composition for products in development. Your role encompasses the entire environmental field and every department in the company; therefore, you will need to be strategic in pairing your knowledge of science and chemicals with conceptual thinking and sharp business acumen. You will have an opportunity to lead industry presentations and educate the design community on Keilhauer's sustainability initiatives. These initiatives require the help of others; your communication skills and ability to influence others without direct authority will help move them forward. Fostering collaborative working relationships with key players across the organization will help you become successful in this role.

This highly specialized role is best suited to a Sustainability professional who is passionate about the field and ardently follows environmental regulations and industry trends, working proactively to keep the organization current. As this is a leadership role, you will be responsible for training, coaching, and overseeing the work of the Sustainability Coordinator as well as maintaining a departmental budget. Seeing progress in key metrics year over year will indicate how Keilhauer has made a tangible impact on the planet, the company, and the lives of others. Ensuring Keilhauer stays up-to-date on Sustainability initiatives helps further Keilhauer's mission of making work comfortable for all.

QUALIFICATIONS

- 5 years' related experience leading a Sustainability department in a fast-paced Manufacturing or Supply Chain industry; leadership capabilities and/or prior management experience an asset.

- Master's degree specializing in Sustainability, Sustainable Product Design, Environmental Science, Environmental Engineering and/or Sustainable Manufacturing.
- Experience in Life Cycle Assessments and Environmental Product Declaration.
- Experience in Greenhouse Gas accounting and sustainability data metrics.
- Project Management and Project Development experience required, as well as strong working knowledge of BIFMA LEVEL program.
- Understands concepts of product design, engineering, materials, material composition, chemical constituents and manufacturing.
- General understanding of fire and chemical regulations.
- Knowledge of Carbon Credits and Offsets.
- Ability to perform intermediate level math including measurement conversions (e.g. adding concentrations of chemicals in several parts cumulatively to calculate the total concentration of chemicals within the product), and creating and interpreting graphs.
- Proficient in Microsoft Word, Outlook, PowerPoint; advanced proficiency in Excel.
- A valid driver's license, valid insurance and access to a vehicle are required, as there may be a need to go to various locations.

COVID-19 PRECAUTIONS

Keilhauer has mandated a COVID-19 vaccination policy in place. As of September 22, 2021, all employees are required to provide proof of receiving all recommended doses of an approved COVID-19 vaccine (or combination of approved COVID-19 vaccines) to Human Resources. We are committed to providing reasonable accommodation to employees who are unable to vaccinate for medical reasons.

DOES THIS ROLE SOUND LIKE A FIT?

Keilhauer is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive, respectful environment for all employees.

If this role is for you, please send your resume to careers@keilhauer.com and tell us why you would be a great addition to our team! Please note that only those selected for further consideration will be contacted.