



## **Intern-to-Hire Associate Sustainability Account Manager (Burlingame)**

Are you interested in working for a socially responsible business that is saving the environment and creating green jobs in our community, while developing a range of professional and sales skills? Do you want to join a dedicated team working at the intersection of sustainability, sales, customer support, social entrepreneurship, and retail? Are you ready to demonstrate your talent and take on your next professional growth opportunity in a green company? If so, GreenCitizen wants to hear from you!

We're offering a one-month paid internship that could potentially lead to a full-time position as an Associate Sustainability Account Manager. This is a full-time position Tuesday through Saturday at our Burlingame headquarters. We're seeking a top-notch Environmental Science graduate who is passionate about contributing to a cleaner environment.

GreenCitizen is a socially and environmentally responsible company dedicated to helping consumers and businesses reduce their environmental footprint by keeping electronics in use longer, or by responsibly recycling through local R2 and e-Stewards certified vendors. Since inception, GreenCitizen has saved over 22 million pounds of electronics from landfills and dumps, and has extended the life of over 210,000 reusable computers and electronic devices. GreenCitizen is 100% self-sustaining, without government funding or donations.

### **Job Responsibilities:**

- Lots of emails and phone calls to prospect business with current and new customers in the SF Bay Area
- Logging all activities in Zoho CRM and Creator Apps
- Educating visitors to our EcoCenter about the importance and value of recycling electronics
- Accepting recycling drop-off items at the EcoCenter
- Conducting hard-disk destruction, processing Styrofoam, and other recycling services
- Driving consumer and business pickups and drop-offs with outreach marketing events and programs
- Addressing customer concerns in a professional manner
- Contributing to the enhancement of our retail environment

### **Required Skills and Qualities:**

- An environmental-related or business major is a big plus
- Love of the environment and social responsibility, combined with a passion to sell sustainable recycling and other value-added services to SF Bay Area businesses
- Strong work ethic and punctuality
- Team player and people-oriented
- Excellent customer service and customer relationship skills
- Demonstrated ability to take initiative and go the extra mile

- Problem-solving skills, people skills, and creativity
- Ability to prioritize activities and multitask
- Detail-oriented and reliable
- Good physical condition and able to lift 50 pounds
- General understanding of electronics hardware
- A record of strong personal achievement, demonstrating that you are a self-starter, a role model, and a leader is highly desired; a bachelor's degree in an environmental science-related major is preferred.

**Hours and compensation:**

40 hours a week; Monday through Friday shift. Compensation is dependent on qualification.

**Location:**

This job is based in Burlingame near the Millbrae BART and Caltrain stations. Free shuttle stop is across the street from the BART/Caltrain stations.

**How to Apply:**

1. Email your resume to [hr@greencitizen.com](mailto:hr@greencitizen.com), along with a cover letter describing how you are passionate about the environment and why you would be the best candidate for the job. Write in the subject line "Intern-to-Hire: Sustainability Account Manager"
2. Must have past direct supervisor or manager references; must pass background and drug screening checks.

compensation: **DOQ**

employment type: **full-time**

GreenCitizen is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, or marital status.