



FIBRE BOX ASSOCIATION®

Job Title: **Manager of Technical Services**

Reports to: **Director of Technical Services**

General statement of role:

Serve Fibre Box Association (FBA) members by proactively managing technical, environmental, and safety & health issues and activities.

Job Responsibilities:

- Manage FBA standing committees (Technical, Environmental, and Health & Safety) by providing agendas, minutes, meeting sites, committee assignments.
- Respond appropriately to requests for technical, environmental, health & safety data or information and industry reference materials, questions, and comments.
- Serve as content owner of FBA's technical, environmental, and health & safety information, in print and on our website including development and maintenance of FAQs.
- Actively participate in industry related technical and government organizations who develop standards, regulations, test methods, and specifications impacting corrugated products. These organizations include the following: TAPPI, IoPP, ISTA, NMFTA, and DOT/PHMSA.

Qualifications: The ideal candidate:

- Has a college degree in a hard science.
- Is a responsive, self-starting leader.
- Has a technical background and project management experience, preferably in manufacturing.
- Has demonstrated capacity for coordinating, executing, and reporting projects on schedule.
- Has excellent written and verbal communication skills including presentations, meeting facilitation skills and excellent people skills.
- Must be a team player.
- Is willing to travel up to 25% - concentrated mainly in spring and fall.
- Is based in the Chicago area.

Helpful Experience:

- Paper-based packaging
- Other forest-products
- Some education or experience with life cycle assessment
- ISO TAG member
- With or at a U.S. Regulatory agency
- Leadership, such as industry/professional-committee Chair