



Coordinator, Post-Collection

Recycle BC and Multi-Material Stewardship Western (MMSW) are not-for-profit Extended Producer Responsibility organizations for residential waste packaging and paper recycling in British Columbia and Saskatchewan.

A key member of the Post-Collection Team, the **Western Canada Coordinator, Post-Collection** will provide administrative support utilizing the tools and systems required to successfully manage post-collection activities consistently across all Western Canada programs. This role reports to the Western Canada Director, Post-Collection and Material Regeneration.

Key Responsibilities

Account Management

- Manage the administrative processes associated with setting up and maintaining post-collection partner, receiving facility, collector self-consolidation and end market accounts in SAP and CRM software. Liaise with Service Provider Reporting team, post-collection partners, and other team members to ensure all documents and procedures are consistent and completed.
- Perform preliminary due diligence on end markets and ensure ongoing due diligence requirements are monitored and submitted.

Contract Management

- Monitor service level performance of post-collection partners in accordance with signed agreements and work with other team members to resolve issues as required.
- Monitor other third-party contracts and agreements related to post-collection, including those with vendors, partnerships, and stewards, to ensure actions, reporting, and payment, etc. are in compliance with the terms agreed to.
- Track and record all invoices related to post-collection operations and projects, presenting them to Western Canada Director, Post-Collection and Material Regeneration for approval and to service provider for payment.

Metrics and Reporting

- Compile, analyze and deliver operational data metrics and scorecards and assist in developing intuitive analytical tools for use by internal and external stakeholders. Work closely with Business Intelligence and Analysis to align efforts where appropriate and verify results.
- Provide technical support to team members and act as a liaison between team members and other departments (including service providers) on technical tools such as CRM software and SAP systems.
- Participate in the Reporting and Payment Working Groups, tracking key reporting issues and seeing through their resolutions with the relevant parties.
- Harmonize, to the extent possible, post-collection reporting and metrics across all jurisdictions, building on tools and methods developed to date to support all jurisdictions.
- Maintain all relevant audit and study results related to the Recycle BC or MMSW program in a central repository.



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Other

- Collaborate with other team members and partners to gather information, conduct research and analysis, and develop strategies necessary to achieve the objectives of the program.
- Participate in post-collection projects and pilots and assist in the development of project work plans, timelines and summary reports.
- Work with other team members and partners as needed for the oversight and validation of collection and post-collection material flow in the field.
- Maintain an integrated supply chain view that links collection and post-collection when working on projects, assignments and day-to-day activities.
- Other duties as assigned.

Desirable Skills:

Education:

- Post-secondary education related to an engineering background (i.e, industrial or manufacturing engineer), business operations and administration, supply chain, or analytics are beneficial but not required.

Experience:

- At least 2 years' experience in education field (as above), operational optimization, process improvement, account management, etc.

Knowledge/Competencies/Skills:

- Proficiency in MS Office Excel, Word and PowerPoint. Experience with CRM software (C4C), SAP systems and data visualization tools such as Power BI is an asset.
- Strong analytical and problem-solving skills. Ability to conduct detailed analysis and provide summaries and recommendations.
- Ability to work independently on a daily basis.
- Excellent verbal and written communication skills. Ability to prepare clear and concise administrative and technical reports.
- Excellent interpersonal skills and ability to build strong relationships.
- Strong organizational skills and ability to effectively create and implement project plans.
- Knowledge of waste management, materials management, commodity markets, and logistics or related operational business activities is beneficial but not necessary.

Working Conditions

- Due to Covid our final policy arrangements for working remotely are TBD



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Recycle BC - Who We Are

Recycle BC ensures packaging and paper product is collected from households and recycling depots, sorted and recycled responsibly. Recycle BC provides recycling services either directly to communities or by working in partnership with collectors like local governments, First Nations, private companies, and other not-for-profit organizations. 169 communities participate in our recycling collection program and more are serviced by our 230+ recycling depots. Each year over 200,000 tonnes of material is collected from households and depots. The program is funded by businesses, like retailers, manufacturers and restaurants that supply packaging and paper product to residents, shifting costs away from homeowners.

Learn more at [RecycleBC.ca](https://www.recyclebc.ca).

MMSW - Who We Are

MMSW was established to help obligated businesses meet their requirements under the Saskatchewan Recycling Regulation, helping to share the cost to Saskatchewan municipalities of providing recycling of household waste packaging and paper to residents. MMSW also compiles program performance data to meet reporting obligations to the Ministry of the Environment on behalf of its members. MMSW members include retailers, restaurants, importers, manufacturers, distributors or wholesalers and any organization that supplies packaged goods and/or paper and flyers to Saskatchewan residents.

Learn more at [Multi-Material Stewardship Western \(mmsk.ca\)](https://www.mmsk.ca)

To Apply

Please send cover letter and resume demonstrating why you would be a great fit for this role to humanresources@cssalliance.ca by **October 15, 2021**.

Please indicate in the subject line which role you are applying for. We thank all candidates for their interest, however, only those under consideration will be contacted. Recycle BC is an equal opportunity employer.