



JOB OPPORTUNITY

Commodity Marketing Specialist

Who we are:

Recycle BC is a not-for-profit organization responsible for residential packaging and paper recycling throughout British Columbia, servicing over two million households or over 99% of BC. We ensure packaging and paper products are collected from households and recycling depots, sorted, and responsibly managed and recycled. 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. Over 195 communities participate in our recycling collection program, and more are serviced by our recycling depots. Each year over 200,000 tonnes of material are collected from households and depots. Our program is funded by businesses, like retailers, manufacturers and restaurants that supply packaging and paper products to BC residents, shifting costs away from homeowners. Celebrating 10-years of operations, Recycle BC was the first full extended producer responsibility program for packaging and paper in North America.

Extended Producer Responsibility

Extended producer responsibility, or EPR, is a policy approach in which producers – the businesses that supply packaging and paper to residents – are financially and, in some cases, operationally responsible for those materials over their full life cycle, including end-of-life management. Recycling programs founded on the principles of EPR have the following benefits:

- Improve recycling rates
- Facilitate investments in recycling infrastructure and technology
- Create an integrated material management supply chain
- Increase program efficiencies
- Support broader promotion and education

EPR is an effective mechanism for improving recycling rates and advancing the circular economy.

What we care about:

We care about our business and our people. We want to work with a motivated, detail-driven team player who will build great relationships with our dedicated team, residents, our partners, and other interested parties. Our values of innovation, trust, knowledge, service, and integrity should resonate with you.

We offer competitive salaries and an extensive benefits package that includes a professional development benefit, personal wellness benefit, RRSP matching program, and medical/dental group benefit coverage. Any travel expenses incurred related to the position are fully reimbursed and mileage is also reimbursed at competitive rates.

We work in a hybrid work environment that enables team members to work at our office and/or remotely.

Position Overview:

The Recycle BC Commodity Marketing Specialist is responsible for coordinating the marketing and downstream movement of recyclable commodities from Receiving Facilities (RFs) and Material Recovery Facilities (MRFs) to approved end markets on behalf of Recycle BC. The role provides operational coordination, oversight and issue resolution for commodity marketing and end-market activities, working closely with the Logistics Specialist, to coordinate timely transportation of materials. Serving as a key point of contact between internal teams, facilities, end-market partners and brokers, the position supports timely, compliant and transparent material flows through effective chain-of-custody tracking, documentation, reporting, performance monitoring and continuous improvement to ensure reliable and effective end-market operations.

Responsibilities:

Commodity marketing & end-market operations – day to day

- Work closely with the Manager, Material Regeneration, to ensure department objectives are met.
- Coordinate day-to-day allocation and flow of materials from Receiving Facilities (RFs) and Material Recovery Facilities (MRFs) to approved end markets within the province, working in collaboration with the Logistics Specialist on transportation, scheduling and execution.
- Develop and maintain effective working relationships with end-market partners and brokers, as applicable.
- Ensure end markets and brokers report any changes, modifications or issues in accordance with approved authority, agreements, and documentation requirements.
- Monitor received material at end markets for contamination issues and provide timely feedback to internal Recycle BC teams.
- Ensure end markets comply with all applicable reporting requirements, timelines and deadlines outlined in end-market agreements.

Transport logistics & network coordination

- Serve as a support between internal Recycle BC teams and Post-Collection partners, including haulers, RFs, MRFs and end-market partners, to coordinate and resolve logistics-related issues in collaboration with the Manager, Material Regeneration and Logistics Specialist.
- Support efforts to stabilize and maintain a reliable logistics network; monitoring material movement from facility to end market, proactively addressing delays or service issues to ensure timely, accurate delivery and reporting, coordinating with the Logistics Specialist and facilities as required.
- Work with the Manager, Material Regeneration, to develop and maintain contingency plans in cases where the network may be compromised (e.g., weather events, accidents, facility closures), while ensuring contractual requirements and cost efficiencies continue to be met.

Market oversight, reporting & continuous improvement

- Maintain accurate records and documentation related to material movements, chain-of-custody and inventory levels.
- Prepare operational reports and support data reconciliation and reporting processes.
- Monitor market trends and pricing, both domestically and internationally and work with Manager, Material Regeneration to compile regularly updated reports.
- Review and recommend improvements to procedures to ensure clarity of roles and responsibilities among transportation providers, facilities and end markets related to receiving, weighing, reporting, and material quality.
- Collaborate with internal teams to develop consistent procedures related to contamination management and material quality feedback.

Strategic support & cross-functional collaboration – long-term

- Work with the Operations Data team to develop, review and maintain end-market data and dashboards and reports to improve visibility into performance and identify trends.
- Identify opportunities to improve network efficiency, service levels and overall logistics stability from facilities to end markets.
- Support the development, documentation and ongoing maintenance of internal and external Post-Collection processes and procedures.
- Provide support for Post-Collection projects, including GHG emissions reporting initiatives.
- Liaise on behalf of the Post-Collection team with other internal departments and participate in relevant working groups and discussions.
- Provide support to the Western Canada Senior Director, Post-Collection and Material Regeneration.

Interpersonal/Communications

a) Internal Relationship

- Works closely with the Post-Collection team, including Senior Supervisor, Logistics, Logistics Specialist, Director, Post-Collection, Senior Supervisor, Receiving Facilities and Field Service Specialist.
- Works closely with CM and SPR team on ensuring timely and accurate data reporting.

b) External Relationships

- End Market partners/brokers
- Depot service providers
- Receiving facilities and Material Recovery Facilities
- Provincial waste management associations
- Stewardship Agencies of BC and other Extended Producer Responsibility programs
- Supply chain auditors/consultants

Responsibility

a) Resources/Budget

- This position is responsible for achieving program plan targets within the approved annual operating plans.

b) Decision Making:

- Day-to-day decisions within the level of responsibility outlined, with the understanding to appropriately escalate to Manager, Material Regeneration in a timely manner when required.
- Provide input and make recommendations for operational coordination, end market performance, and logistical strategies related to the stewardship programs.

Desirable Skills and Attributes:

- Very strong analytical skills and numbers acumen.
- Strong problem solving and conflict resolution skills.
- Strong verbal and written communications skills.
- Excellent relationship management skills.
- Good accounting fundamentals.

- This position will require an individual who is able to communicate well with individuals at all levels of an organization in various roles.

Qualifications

- Post-secondary education related to an environmental or technical background (i.e., industrial or manufacturing engineer, environmental studies), Business Administration, professional designation from a recognized procurement or logistics organization, or equivalent experience.
- Minimum 5 years' experience in education field (as above)
- Experience in logistics, supply chain management, and operational optimization.
- Experience with Customer Relationship Management (CRM) and Transportation Management Systems (TMS) is considered an asset.
- Customer or client-facing frontline experience, including managing technical issues, conducting inspections, and handling warranty claims.

Working Conditions

- Flexible work schedule requiring periods of extended working hours to meet deadlines during peak periods.
- Flexible work arrangement: Recycle BC office once a week or more, as required.

To apply for this role, please submit your resume via email to info@recyclebc.ca