



JOB OPPORTUNITY

Recycling Auditor

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.

Position Overview:

The Recycling Auditor is responsible for conducting material audits to ensure recyclable materials are accurately sorted, categorized, and reported in accordance with established procedures and quality standards. This role supports data accuracy, operational efficiency, and regulatory compliance by verifying material composition, documenting findings, and maintaining a safe and organized work environment. Recycling Auditors work collaboratively with supervisors and team members to identify non-compliant materials and ensure audit integrity.

Responsibilities:

- Sort, select, and categorize sampled materials according to established audit procedures.
- Verify that materials are suitable for recycling and correctly classified.
- Communicate non-compliant materials and audit findings to the Team Supervisor or Manager, Material Services.
- Perform accurate weighing, recording, and quality control activities during audits.
- Serve as the Lead Auditor for assigned audit samples.
- Ensure audit areas are cleaned and restored upon completion of each audit.

Desirable Skills and Attributes:

- Strong attention to detail and accuracy when sorting, categorizing, and recording information.
- Ability to follow established procedures and maintain consistent quality standards.
- Effective verbal and written communication skills.
- Comfortable working in a hands-on operational environment and performing physical tasks.
- Basic computer skills and ability to enter data accurately into electronic systems.

Qualifications

Education:

- High school diploma or equivalent.

Experience:

- 3 months as a Quality Controller is an asset

Knowledge/Competencies/Skills:

- First Aid Level A Certificate an asset.
- Strong English language comprehension (speaking and writing).

Working Conditions

- Physically capable of standing for extended periods of time
- Ability to lift up to 50 pounds as needed
- This is an on-site position based in Surrey, British Columbia.

Contract Position

This is a 6-month contract position

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