



Job title: Logistics Coordinator

Time frame: full-time 1 year term, starting in July 2022

Reporting: The Logistics Coordinator reports directly to the Senior Program Director. With special projects, the Logistics Coordinator will also support other project leads where applicable according to the strategic plan.

Roles & Responsibilities:

Logistics

- Management of Recycle Everywhere inventory
 - Update the team on current inventory levels
 - Reconcile records with physical counts of inventory results
 - Maintain records of warehouse stock, executed orders, etc.
 - Schedule and oversee recycling bin deliveries and returns with staff
- Purchasing – procure infrastructure and accessories for inventory with support from Senior Program Director
- Oversee program logistics, warehouse, transportation, and partner inquiries
- Monthly, quarterly, and yearly partner shipment tracking
 - Monthly, quarterly, and yearly inventory reconciliation
- Liaise and negotiate with suppliers, manufacturers, storage, at home kitting and transportation companies
- Utilize data management software for shipping and logistical tasks
- Confirm partner information, agreement details, and purchases for dual stream and custom offerings
- Provide logistical and operational support to all program areas

Project Management

A) Municipal

- Coordinate special projects within different municipalities across Manitoba including but not limited to recycling in municipal parks and the Municipal Contamination Reduction Initiatives
- Provide consultative recycling program follow up and advice to current Recycle Everywhere Municipal partners to improve beverage container recycling

B) Schools

- Coordinate special projects for the Recycle Everywhere 101 program, including a 2022-2023 school year pour station pilot project

C) Other Projects

- Contamination reduction special project support including decals, signage, and bin testing
- Coordinate purchase, kitting, and distribution of clean up kit supplies to distribution locations across Manitoba
- Support increasing brand recognition by coordinating key partner location infrastructure rebranding
 - Includes the hiring and coordination of contractors to complete installs and refurbishments

Position Requirements:

- 3 of 5 years experience in operations, shipping, and/or managing logistics
- 3 to 5 years experience in procurement & purchasing
- 3 to 5 years experience with project management
- Exceptional relationship management
- Experience with project management
- Adaptable and experienced with changing priorities, new projects and meeting tight deadlines
- Excellent analytical, problem solving, and organizational skills
- Ability to work as part of a team
- Ability to work with little supervision
- Experience with data management software is considered an asset
- Experience in customer service, business development, and/or sales
- Excellent communication and interpersonal skills
- Valid driver's licence, clean drivers abstract and access to vehicle

To Apply:

Interested applicants may send their resume and cover letter noting how they meet the position requirements to:

Christa Rust, Senior Program Director

crust@cbcra-acrcb.org

705-281 McDermot Avenue, Winnipeg R3B 0S9

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