



## Ontario Recycling Program Operations/Logistics Manager

Be part of a progressive solution to waste diversion!

Product Care Recycling is recruiting for an Operations/Logistics Manager based at the Product Care office located near Toronto international airport, 180 Attwell Drive.

Product Care is a non-profit industry organization that develops and manages product recycling programs across Canada and in the US in response to “producer responsibility” regulations. We are proud to manage recycling programs for special waste products including paint, lighting, smoke alarms, home appliances, outdoor power equipment, paint, and household hazardous waste. Visit [www.productcare.org](http://www.productcare.org) to learn more about Product Care and its programs.

Product Care’s Ontario programs work with hundreds of municipal and retail collection sites, transporters and processors across the province for the recycling of paint and other household hazardous waste products.

The successful candidate should be an enthusiastic and committed individual able to thrive in a fast-paced, dynamic environment where multi-tasking is a must. The Operations Manager duties include:

- Logistics and Supply Chain
  - Work with and manage supply chain service providers (including collection sites, transportation and processing) to:
    - achieve or exceed collection performance targets
    - identify and implement improvements to the supply chain
    - ensure maximum efficiency and service levels with a focus on continuous improvement
  - Monitor service levels and provide reports
  - Manage and grow the collection network
  - Identify transportation synergies
  - Manage service contracts
  - Develop, implement and monitor operational standards and ensure system integrity
  - Monitor compliance with regulatory requirements for hazardous waste
  - Identify and manage risks
  - Manage labpack sampling studies and data analysis
- Program Management
  - Assist with the transition of the Product Care Ontario programs under the new “Resource Recovery and Circular Economy” regulations
  - Prepare reports to PCA’s board of directors and provincial regulators
- Research and analytics:
  - Analyse costs and metrics and identify improvements and efficiencies
  - Analyze program performance, accessibility, performance targets
- Other duties:
  - Oversee and assist with review of service partner claims
  - Assist in the development of communication materials and web content
  - Project management

The ideal candidate will have the following attributes:

- Experience in logistics management
- Knowledge of regulatory requirement relating to household hazardous waste products

- Bachelor's degree in a related field or related experience
- Familiarity with Ontario's new waste management/recycling legislation and regulations
- Ability to multi-task and work in a fast-paced environment
- Strong working knowledge of MS Office (Word, Excel, Power Point, Outlook) and familiarity with database systems
- Strong writing, communication and analytical abilities
- Ability to work well with staff and stakeholders
- Some travel may be required, valid driver license required

Product Care offers a competitive salary and benefits package for this full time position along with a dynamic, team-based work environment and the satisfaction of knowing your efforts are making a positive difference for the environment. Please apply with your resume and cover letter in confidence to [resumes@productcare.org](mailto:resumes@productcare.org) quoting "Operations Manager 2019" in the subject and indicate your date of availability. Applicants are encouraged to apply as soon as possible.

We thank all that apply, but only those selected for an interview will be contacted.