

Job Description

TITLE:	Operations & Compliance Coordinator	HOURS:	Full-Time
LOCATION:	Atlanta, GA (HQ)	TYPE:	Exempt
REPORTING TO:	Manager, Operations	Level:	Entry Level
DIRECT REPORT(S):	None	Travel:	Up to 25%
Last Updated:	January 2022		

SUMMARY:

Deeply rooted in its commitment to environmental and operational excellence, Call2Recycle, Inc. ("Call2Recycle") is the nation's premier battery stewardship and recycling program. Call2Recycle plays a pivotal role in helping to address the complexities associated with technological advancements, including the widespread adoption of electrification and battery power, to enable a more sustainable, safe, and circular supply chain.

Reporting to the Manager Operations, the Operations & Compliance Coordinator will support the development, implementation and management of programs and operational solutions that help the organization meet and maintain its cost, operational and compliance objectives.

The Operations & Compliance Coordinator will assist in supporting and improving ongoing business operations and processes as well as the compliance and safety programs.

MAJOR DUTIES & RESPONSIBILITIES:

- Support the day-to-day program requirements including functional oversight of all logistics in the Call2Recycle battery recycling network.
- Ensure compliance with Call2Recycle's R2 and ISO certification as well as governmental requirements.
- Assist with and lead the execution and documentation of processes and standard operating procedures for the proper collection, transportation, recycling and potential disposal of battery and eWaste-related products.
- In coordination with Managing Director, Quality, ensure Call2Recycle's service providers, including transporters, sorters, and processors have appropriate certifications and safety programs for the compliant collection, transportation and recycling of batteries and other products.
- Ensure Call2Recycle's operations service providers are performing to contracted service levels and assist with developing recurring performance reports.
- Play a prominent role in new service provider implementation.
- Drive process efficiency efforts internally and at recycling operations partners.

Call2Recycle, Inc.

Changing habits. Inspiring action.™

- Within the Operations function, develop and maintain strong familiarity with the organization's recycling operations and assist with ensuring organizational employees are well-versed and familiar with same.
- Participate in the development of a range of strategies, policies and plans that affect the organization and its stakeholders.
- In coordination with Managing Director, Quality, perform recurring inspections of collection site and recycling partner locations in accordance with company and industry standards.
- Other duties as assigned.

About Call2Recycle:

At Call2Recycle, we enjoy a culture of teamwork, innovation, and fun. Our team is the primary reason for our unique culture. We hire energetic and dedicated people who work hard every day to help us achieve our goals. Each one of our employees is a valued contributor, not just a number. We work in teams to benefit from our collective talents to make a real impact on the environment. The way we operate contributes to the success of our employees and our organization.

We also value the diversity of employees' backgrounds and believe everyone's unique perspective is critical to our success. Diversity is fundamental to what we do. Our team has varied backgrounds, speak different languages, and are engaged in varied personal pursuits but all share a commitment to environmental sustainability, and each do their small part to improve our planet.

We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis race, age, color, creed, sex, religion, ancestry, marital status, national origin, disability, veteran status, or any other protected characteristic.

To Apply:

Applicants should submit a cover letter and resume via PDF to careers@call2recycle.org with "Operations & Compliance Coordinator" in the Subject Line.