



## Operations Coordinator

[Product Care Association](#) (PCA) is recruiting for a permanent, full time Operations Coordinator position at its Delta, BC facility.

PCA is a non-profit industry organization that develops and manages recycling programs across Canada and in the US. The PCA team is committed to developing and managing sustainable recycling programs for lighting products, electronics, paint, pesticides, smoke alarms, household appliances and other products. Please visit <http://www.productcare.org> to learn more about us.

The successful candidate will be an enthusiastic and committed individual able to thrive in a fast-paced, dynamic environment where multi-tasking is a must.

The duties of the Operations Coordinator position include, but are not limited to:

- Managing relationships with contracted collection sites, transporters/recyclers etc., including the coordination of shipments
- Data entry
- Invoice review, verification and approval
- Data consolidation and analysis, including regulatory reporting
- Providing effective and timely technical support to management, operations and various stakeholders
- Administrative supply inventory management
- Reception and office duties
- Filing and other administrative duties

The ideal candidate will have the following attributes:

- Excellent computer skills are essential to this position including strong working knowledge of MS Office (Word, Excel, Outlook) with a preferred keyboard speed of 50+ wpm
- Good technical knowledge of customer service & logistics
- Strong analytical aptitude with ability to understand and interpret data
- Strong organization skills, communications & people skills
- Ability to utilize time & resource management skills
- Self-motivated, and operationally driven

PCA offers a competitive salary with benefits for this full time position, which is Monday-Friday, 8am-4pm. Please apply in confidence by sending your resume and cover letter to [resumes@productcare.org](mailto:resumes@productcare.org) quoting "Operations Coordinator 2018" in the subject line. Please indicate when you would be able to start. We thank all that apply, but only those selected for an interview will be contacted. The deadline for application is Apr 9, 2018.