

Recycling Supply Chain Assistant

Contract: April 29th to August 30th, 2019. Four (4) month assignment.

Join the MMSW operations team to assist with the ongoing implementation of the Waste Packaging and Paper Stewardship Plan as the **Recycling Supply Chain Assistant** this summer!

If you are interested in recycling operations, contract management, database management or analytics, and have related or transferable experience... apply today!

Reporting to the Director, Field Services at MMSW, the successful candidate will be working on updating and enhancing a functional database for annual reporting of recycling data and developing a process for quarterly reporting of end market data for a portion of our municipal partners. The Recycling Supply Chain Assistant will work in close collaboration with Canadian Stewardship Services Alliance (CSSA) staff.

RESPONSIBILITIES:

In collaboration with CSSA staff, the Recycling Supply Chain Assistant will:

- Update and enhance an existing database sourced from multiple other databases in preparation for Collector annual reporting
- Develop a functional pre-populated reporting tool template for Collectors' annual reporting
- Review and validate Collectors' annual reporting data
- Assist with preparation for end market data submission for up to 14 new Collectors
- Provide in-field training on new and established reporting requirements with Saskatchewan municipalities and regional waste authorities in our program

The Recycling Supply Chain Assistant will also be responsible for:

- Creating and presenting on report(s) summarizing completed work projects
- Assisting with development of a training webinar to review end market reporting with Saskatchewan municipalities and regional waste authorities in our program
- Supporting the Director, Field Services MMSW with ad hoc projects as required
- Various other office duties as required (data analysis, data entry, research, filing etc.)



DESIRED SKILLS & EXPERIENCE:

- Candidates with experience in data analytics, database management, or business administration will be strongly considered, however all candidates are welcome to apply.
- Strong Microsoft Excel skillset is required (applied intermediate skill level).
- Excellent interpersonal skills and ability to foster positive relationships is required.
- An applied competent skill level with database management and quantitative data analysis is beneficial.
- An interest/background in recycling operations, sustainability, renewable resource management or environmental studies would be an asset.
- Valid driver's license is mandatory and access to a vehicle is required.
- Willingness and flexibility to travel throughout Saskatchewan, with expenses reimbursed.
 - This role is based in MMSW's Saskatoon office, however approximately 15% of the Recycling Supply Chain Assistant role will involve travel throughout the province.

ABOUT THE COMPANY:

Multi-Material Stewardship Western (MMSW) is a non-profit organization established to help obligated businesses meet their requirements under the Recycling Regulation in Saskatchewan. MMSW members include retailers, restaurants, importers, manufacturers, distributors or wholesalers and any organization that supplies packaged goods and/or paper and flyers to Saskatchewan residents. For more information visit www.mmsk.ca

MMSW is part of Canadian Stewardship Services Alliance Inc.'s (CSSA) family of recycling organizations. CSSA is a national, non-profit organization founded and funded by industry to help harmonize packaging and printed paper stewardship programs across Canada. CSSA provides consumers with better recycling options and stewards (the businesses that contribute to the cost of recycling programs) with a single administrative umbrella. For more information visit: www.cssalliance.ca

TO APPLY:

Send cover letter and resume to humanresources@cssalliance.ca by April 5, 2019. Please include in the subject line which role you are applying for.

MMSW is an equal opportunity employer. We thank all candidates for their interest, however only those under consideration will be contacted.