# Recovery & Recycling Department

Temporary Contract – Maternity Leave cover – 10 months

## Recovery & Recycling Executive

**Job Description**

**Post: Recovery & Recycling Executive (Interim)**

**Reporting To: Operations Manager**

**Core Functions:-**

To manage designated Repak Approved Recovery Operators.

To approve monthly Recovery Operator recycling claims.

To lead in the communication of Repak Events, Awards and Staff Updates and give quarterly presentations.

To positively contribute towards the achievement of Individual, Corporate and Departmental performance targets.

Other responsibilities as may be reasonably requested from time to time.

**Responsibilities:**

* To manage assigned Repak Recovery Operator accounts.
* To undertake Recovery and Recycling Operators site visits, audits and waste characterisation studies for designated operators.
* To verify claims for subsidy made by Recovery Operators, incorporating cross referencing of recycling and recovery tonnage documentation to ensure it co-relates to the amount claimed.
* To update and maintain the Department databases, recycling facilities search engine, ROLC accounts, spread-sheets, etc.
* Assist in the undertaking and conducting of assigned contract compliance audits as per standard operating procedures and best practice.
* To represent Repak and its policies in a professional manner.
* To undertake any other reasonable duties as may be requested from time to time.

Extensive travel, flexibility to work from home 2 days per week. Office or territory based 3 days per week.

## Salary & Terms & Conditions available on request