



## **Recovery & Recycling Executive**

### **Core Functions**

- To provide technical and specifically mechanical engineering support to the business - focused on infrastructure projects and their delivery.
- To manage designated Repak Approved Recovery Operators.
- 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.

### **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 R and R 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 oversee consultant operation at Waste Characterisation Studies (WCS).
- To support the Finance Team with Forecasting.
- To attend Member site audits with the Membership Team.
- To support compliance audits and reporting on brokers and destinations, national & international.
- To partake in the assessment and administration of the Repak awards judging and awards ceremony.
- To organise and contribute positively towards conferences, presentations and papers for working groups and present same as required.
- To take relevant minutes of recovery and recycling team meetings as required.
- To represent Repak and its policies in a professional manner.
- To provide Repak Recycling Talks & Community Training from time to time.
- To undertake any other reasonable duties as may be requested from time to time.

## **Skills**

### **Essential**

- Degree qualification in Engineering, or a related discipline.
- Minimum of 5 years' experience in Industrial Operations, Waste Management, Recycling Operations or Environmental Compliance.
- Strong technical understanding of waste processing infrastructure and recycling technologies.
- Excellent analytical skills with experience in data verification and reporting.
- Proficient in MS Office Suite (Excel, Word, PowerPoint).
- Strong communication and presentation skills.
- Full clean driving license and willingness to travel to sites nationally.

### **Desirable**

- Knowledge of Irish and EU Waste and packaging legislation (Producer Responsibility Initiatives, Waste Framework Directive, PPWR etc.)
- Experience conducting site audits and compliance assessments.
- Familiarity with waste characterisation study methodologies.
- Project management experience, particularly infrastructure or environmental projects.
- Understanding of financial forecasting and subsidy verification processes.
- Experience working with compliance producer responsibility organisations or environmental agencies.
- Ability to work collaboratively across multiple teams and stakeholders.