



Founded in 2010, the Canadian Beverage Container Recycling Association (CBCRA) is a not-for-profit, industry-funded organization whose membership includes beverage brand owners and distributors. CBCRA is committed to reaching the government-mandated target of recovering 75% of beverage containers sold in Manitoba.

CBCRA implemented and operates the Recycle Everywhere program. Recycle Everywhere strives to educate Manitobans on beverage container recycling, and ensure that it is convenient to recycle empty beverage containers no matter where citizens live, work or play.

**Job title:** Logistics Coordinator

**Time frame:** full-time 1 year term starting in October 2019

**Reporting:** Reports directly to the Program Manager. With special projects, the Logistics Coordinator will also support other project leads where applicable according to the strategic plan.

**Roles & Responsibilities:**

- Management of Recycle Everywhere inventory
  - Update the team on current inventory levels
  - Reconcile records with physical counts of inventory results
  - Maintain records of warehouse stock, executed orders, etc.
  - Schedule and oversee recycling bin deliveries and returns with staff
- Purchasing - provide support to Program Manager for inventory purchases
- Oversee program logistics, warehouse, transportation, and partner inquiries
- Monthly, quarterly, and yearly partner shipment tracking
- Liaise and negotiate with suppliers, manufacturers, and transportation companies
- Utilize data management software for shipping and logistical tasks
- Confirm partner information and agreement details for dual stream and custom offerings
- Provide logistical and operational support to all program areas
- Assist with special project logistics and partnership coordination
- Provide consultative recycling program follow-up and advice to current Recycle Everywhere partners to improve beverage container recycling
- Other duties as assigned

**Position Requirements:**

- Experience working with suppliers, manufacturers, and/or retailers
- Experience in operations, shipping, and/or managing logistics
- Adaptable and experienced with changing priorities, new projects and meeting tight deadlines

705 - 281 McDermot Ave  
Winnipeg, MB R3B 0S9  
204.942.2284

[www.cbcr-aacrb.org](http://www.cbcr-aacrb.org) | [www.recycleeverywhere.ca](http://www.recycleeverywhere.ca)

- Excellent analytical, problem solving, and organisational skills
- Ability to work independently
- Experience with data management software is considered an asset
- Experience in customer service, business development, and/or sales
- Excellent communication and interpersonal skills
- Valid driver's licence and access to vehicle

**To Apply:**


Interested applicants may send their resume and cover letter noting how they meet the position requirements to:

Christa Rust, Program Manager

[crust@cbcra-acrcb.org](mailto:crust@cbcra-acrcb.org)

705-281 McDermot Avenue, Winnipeg R3B 0S9

**\*\*Please note the posting closes September 4<sup>th</sup>, 2019**



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