

Pay: \$85,000.00 - \$100,000.00 per year

Job description:

### Key Responsibilities

Provide leadership and oversight for the Operations Supervisor, department supervisors, and operations employees.

Manage daily operations ensuring efficiency, throughput, and material recovery goals are achieved.

Maintain a strong on-site presence in the warehouse and processing areas.

Analyze operational data to identify trends, inefficiencies, and opportunities for improvement; develop new and improved processes to create efficiencies.

Develop and implement production, quality, and customer service standards; complete internal and external R2 audits.

Develop and optimize systems for material handling, processing, storage, and shipping.

Work with the company maintenance programs to ensure the reliability of the site's rolling stock, equipment, and systems.

Track inventory to ensure effective utilization and cost control.

Ensure compliance with all safety, environmental, and regulatory requirements, including OSHA standards and proper handling of electronic waste; engage the company's QEHS Coordinator when necessary.

Manage staffing levels, scheduling, wages, and performance; collaborate with HR to support employee development.

Oversee vendor relationships and costs, service levels, and performance; serve as primary point of contact for operational customer issues, including equipment concerns, and service quality.

Review and approve vendor invoices.

Collaborate with leadership to develop, implement, and communicate policies and procedures.

Qualifications

Bachelor's degree and/or 3+ years of experience in operations management within recycling, manufacturing, or industrial processing environments.

Experience in electronic waste (e-scrap) processing or material processing operations preferred.

#### Benefits

401(k)

401(k) matching

Dental insurance

Employee assistance program

Health insurance

Life insurance

Paid time off

Professional development assistance

Tuition reimbursement

Vision insurance

Work Location: In person