JOB OPPORTUNITY

Logistics Coordinator

Who we are

Recycle BC is a not-for-profit organization responsible for residential packaging and paper recycling throughout British Columbia, servicing over two million households or over 99% of BC. We ensure packaging and paper products are collected from households and recycling depots, sorted, and responsibly managed and recycled. Recycle BC provides recycling services either directly to communities or by working in partnership with collectors like local governments, First Nations, private companies, and other not-for-profit organizations. Over 195 communities participate in our recycling collection program, and more are serviced by our recycling depots. Each year over 200,000 tonnes of material are collected from households and depots. Our program is funded by businesses, like retailers, manufacturers and restaurants that supply packaging and paper products to BC residents, shifting costs away from homeowners. Celebrating 10-years of operations, Recycle BC was the first full extended producer responsibility program for packaging and paper in North America.

Extended Producer Responsibility

Extended producer responsibility, or EPR, is a policy approach in which producers – the businesses that supply packaging and paper to residents – are financially and, in some cases, operationally responsible for those materials over their full life cycle, including end-of-life management. Recycling programs founded on the principles of EPR have the following benefits:

- Improve recycling rates
- Facilitate investments in recycling infrastructure and technology
- Create an integrated material management supply chain
- Increase program efficiencies
- Support broader promotion and education

EPR is an effective mechanism for improving recycling rates and advancing the circular economy.

What we care about

We care about our business and our people. We want to work with a motivated, detail-driven team player who will build great relationships with our dedicated team, residents, our partners, and other interested parties. Our values of innovation, trust, knowledge, service, and integrity should resonate with you.

We offer competitive salaries and an extensive benefits package that includes a professional development benefit, personal wellness benefit, RRSP matching program, and medical/dental group benefit coverage. Any travel expenses incurred related to the position are fully reimbursed and mileage is also reimbursed at competitive rates.

We work in a hybrid work environment that enables team members to work at our office and/or remotely.

Position Overview

The Logistics Coordinator for Recycle BC coordinates procurement, inventory and distribution of supplies across the Post-Collection network as well as providing support to the Logistics Specialist in coordination of movements of material across the province. Acting as a central point of contact between Recycle BC, collectors, haulers, receiving facilities (RFs/MRFs) and other stakeholders, this role ensures timely coordination of supply needs and supports operational continuity. The Logistics Coordinator oversees all required supplies, maintains accurate inventory records and works closely with the Collection team to resolve depot issues including operational concerns, container needs and supply gaps while tracking all issues in the log to support timely resolution.

Responsibilities

Depot logistics and oversight – day to day

- Work closely with the Manager Logistics and Logistics Specialist to ensure department objectives are met.
- Coordinate with Logistics Specialist to align schedules and support the distribution of workload across logistics functions.
- Manage schedule requests to ensure materials are transported from receiving facilities (RFs) to material recovery facilities (MRFs) in a timely, efficient and accurate manner. Provide backup support for depot schedule requests, and cross-trained with the Logistics Specialist to ensure continuity of service.
- In coordination with the Logistics Specialist, liaise between Recycle BC internal teams and
- Post-Collection partners including haulers, RFs/MRFs and end-market partners—to address and resolve logistics-related issues.
- Monitor transfers shipment status and proactively resolve delays, disruptions, or service issues; communicate daily with haulers, drivers and facilities to confirm schedules and delivery requirements.
- Work with the Manager Logistics and Logistics Specialist, to purchase depot supplies inventory across multiple vendors, coordinating the sourcing, ordering, invoice processing and replenishment of supplies required across the Post-Collection network. Ensure timely communication of supply status, inventory changes and operational impacts to relevant stakeholders.
- Responsible for coordinating, reviewing and tracking transporter invoices related to transfer material movements, ad-hoc shipments, supply deliveries, and audit runs, ensuring timely processing for approval and payment. Reconciling invoices against data that has been entered into Recycle BC's electronic platform.
- Updating and entering into Recycle BC's CRM program all logistics issues for proper tracking.
- Conduct regular audits of supply inventories, reconcile discrepancies and document findings.
- Oversee the depot barcode printing and distribution to depot locations, working closely with Logistics Specialist, Collection Specialists and Indigenous Engagement team. Prepare operational reports and support data reconciliation and reporting processes.
- Work with the Field Specialist, Post-Collection, to oversee the receiving and quality of material across Recycle BC's RF and Depot network. Collaborate with the Post-Collection team and key stakeholders to resolve any operational issues and improve the effectiveness and efficiency of recyclable material handling.
- Oversee the logistics and movement of audit bags from MRFs and RFs to CMI (Central Material Intelligence) and coordinate the shipment of audit-bag supplies to RFs.

Technical support & troubleshooting

- Provide technical support to depot (Material Movement Manager) M3 portal related questions, including troubleshooting and issue resolution.
- Liaise with third-party technology service provider Circular Materials to resolve issues related to hauler M3 app, escalating issues in a timely manner as required.
- Assist with training coordination, including scheduling sessions, responding to haulers questions, and contributing to the delivery of training content as needed.

Support Post-Collection projects

- Provide representation for Post-Collection for internal projects including but not limited to pop-up events, audits, deposit glass, special collection items, Streetscape, etc.
- Coordinate scheduling of material drop off, delivery, processing and auditing by a third party.
- Provide support for GHG emissions reporting.

Liaise on behalf of Post-Collection team with other internal departments

- Participate in relevant Working Groups and discussions.
- Liaise with Post-Collection partners, Collection team, and other team members on areas of concerns or other relevant issues.
- Provide support to Director, Post-Collection and Senior Supervisor, Receiving Facilities, Post-Collection Coordinator, as needed for inbound material within the receiving facility network.

Other duties as assigned.

Desirable Skills and Attributes:

Interpersonal/Communications

Internal Relationship

- Works closely with the Post-Collection team, including Director, Post-Collection, Logistics Specialist, Post-Collection Coordinator, Senior Supervisor, Receiving Facilities and Post Collection Specialist.
- Works closely with SPR team on ensuring timely and accurate data reporting.
- Collaborates with the Collection team, including the assigned Collection Specialist, for depots with which the role interacts.

External Relationships

- Depot service providers.
- Haulers/transportation companies.
- Receiving facilities and Material Recovery Facilities.
- Third party provider Circular Material for logistics support M3.
- Supply chain auditors/consultants.

Responsibility

Supervision

- n/a

Resources/Budget

- This position is responsible for achieving program plan targets within the approved Recycle BC annual operating plans within the Recycle BC approved budget.

Decision Making

- Provide input and make recommendations for operational strategies related to the stewardship program.

Qualifications

Education

- Post-secondary education related to Logistics, Supply Chain, Business Administration, or equivalent experience.
- Environmental/Resource Management background is considered an asset.

Experience

- Minimum 2-4 years' experience in education field (as above).
- Experience in logistics, inventory control, supply chain management, and operational optimization.
- Experience with Customer Relationship Management (CRM) and Transportation Management Systems (TMS) is considered an asset.
- Customer or client-facing frontline experience, including managing technical issues, conducting inspections, and handling warranty claims.

Knowledge/Competencies/Skills

- Very strong analytical skills and numbers acumen.
- Strong problem solving and conflict resolution skills.
- Strong verbal and written communications skills.
- Excellent relationship management skills.
- Good accounting fundamentals.
- This position will require an individual who is able to communicate well with individuals at all levels of an organization in various roles and who is able to work in an environment that is open to the elements, may be dirty and surrounded with heavy machinery and processing equipment.

Working Conditions

- Flexible work arrangement: travel to Recycle BC offices for meetings or activities on a frequency to be determined plus when notified that attendance is required.
- Ability to work in an environment that is open to the elements and may be dirty and surrounded with heavy machinery and processing equipment.
- Valid Class 5 driver's license and access to a reliable vehicle for travel within the province of B.C.

Additional Information

To apply for this role, please submit your resume via email to info@recyclebc.ca

We are committed to advancing a diverse workforce and developing inclusive leadership teams that are representative of the communities they serve. We provide equal employment opportunities to all persons regardless of age, colour, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, provincial or local law. We encourage diverse employees to apply for this position.

Recycle BC is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019, and all applicable provincial accessibility standards, accommodation will be provided throughout the recruitment, selection and/or assessment process to applicants with disabilities, upon request.