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## **POSITION: OPERATIONS MANAGER, Commercial Recycling Company**

### **OUR COMPANY**

Shimar Recycling, Inc., formed in 1997 and located in Durham, NC, provides Recycling Collection and Document Destruction Services to Businesses and Institutions in the Triangle Area: Durham, Wake and Orange Counties primarily. We have a unique niche in that for the majority of our customers we do internal office collections for sorted paper and food and beverage containers in addition to the collection of universal waste items such as batteries, e-waste, non-hazardous laboratory plastic containers, EPS and EPE Foam. The majority of the items we collect are processed for shipment to markets from our warehouse. We strive to be a one stop shop for our customers for their recycling needs.

The mission of Shimar Recycling is to contribute to the sustainability of our earth by providing a professional and reliable recycling collection service for businesses and institutions that always exceeds our customers' expectations, educates others on waste reduction issues and strives to provide a work environment that is open, fun, team oriented and provides avenues for employees to grow with the company and maximize their capabilities.

### **DESCRIPTION**

As part of the management team, the Operations Manager will work collaboratively with owners, managers and supervisors, to oversee and direct all recycling operations, for routes and warehouse operations. Their goal is to improve efficiencies and maintain/increase profitability servicing our customers and processing of recyclables, while maintaining a safe environment for all employees to work. The Operations Manager is responsible for the supervision and execution of all phases of route, warehouse and facility operations, including:

1. Route collection processes, design and capacity, logistics and infrastructure.
2. Truck maintenance and purchases,
3. Warehouse processing, quality control, inventory, receiving, shipping
4. Assistance in safety program design and implementation.
5. Assistance in personnel hiring, training, mentoring and terminations.
6. Facility maintenance
7. Assist in innovations and capital improvements.

The ideal candidate for this someone with at least 2-4 years in similar recycling operations. The candidate should be a positive, motivating leader that is flexible and willing to work alongside employees daily as needed, as well as manage supervisor and other employees.

## **REQUIRED QUALIFICATIONS**

- Bachelor's degree with a minimum of 3 years of management and demonstrated leadership experience in logistics, manufacturing, recycling, warehousing, material handling and/or logistics techniques etc. Previous recycling or reverse logistics is a plus.
- In lieu of Bachelor's Degree at least 5 years of management experience and demonstrated leadership experience in logistics, manufacturing, recycling, warehousing, material handling and/or logistics techniques etc. Previous recycling or reverse logistics is a plus.
- Demonstrated ability to participate in decision-making processes in a chaotic small business environment.
- Customer service experience.
- Proficiency with Microsoft Office Suite.
- Strong written and oral communication skills
- A hands-on leader who is capable of performing all aspects of any job they manage as well as fulfill the leadership duties. This includes but is not limited to running a route, sorting recyclables, operating all equipment proficiently.
- Self-motivated, able to thrive under pressure, can work independently and with the team.

## **RESPONSIBILITIES**

1. Manage a diverse team of employees incorporating practices to promote equity, diversity and inclusion.
  - Plan and organize work schedules and workflow.
  - Able to mentor and coach employees to improve their performance.
  - Forecast and Facilitate Hiring
  - Proactively troubleshoot current and potential problems.
  - Ensure Employee Accountability
  - Collaborating with HR in producing Annual reviews, employee retention activities or programs.
2. Assist in development, implementation and monitoring of all safety programs and ensure that all workplace safety procedures are followed.
3. Create an environment of daily continuous change and improvement, using all resources to recommend new processes and adjustments for operations, safety, training, development, and growth. Coach team members to ensure all improvements are sustained.
4. Embrace Shimar Recycling, Inc.'s culture, support the goals and objectives, and demonstrates commitment to our mission. Understand the impact of how your daily activities can enhance and upgrade the overall business.
5. Participate in research and purchasing of materials needed to support all operations or routes and warehouse.

### **Warehouse Management Specific Tasks:**

- Training and Mentorship of Warehouse supervisor.
- Facilitate the training of all warehouse operators on warehouse operational procedures of all equipment and processes.
- Processing of all recyclables efficiently to maximize profitability

- Oversee/manage warehouse equipment preventive maintenance and all repairs
  - Coordinate Shipment of materials and containers
  - Organization and cleanliness of warehouse.
6. Management of Routes specific tasks
- Training and Mentorship of Route supervisor.
  - Collaborate in development, Implementation and Maintenance of a training and mentoring program that ensures all employees are knowledgeable about all operations and procedures including but not limited to all materials collected, customer service skills, safety procedures, collection processes and record keeping.
  - Assist in the selection, maintenance and/or development of new routing software, route sheet design or other technology necessary to provide routes.
  - Develops routes so they run efficiently, and they maximize the potential density of the route.
  - Assisting sales/customer service in routing customers: changes, special, extra and new collections
  - Assuring that all routes are prepared for their routes everyday including but not limited to making sure they take any special delivery bins they have for that day or other materials they need.
  - Make sure all trucks are stocked and maintained with all necessary items they need, stickers, first aid, badges, proper bins, bags, cleaning supplies etc.
  - Serve as back up driver and special driver when necessary
  - Provide Audits of all routes at least once annually
  - Participate in the pool of drivers for holidays and Saturday work events,
  - Manage and assist in purchasing of all tools or equipment used in our services. (e.g. trucks, confidential bins, tippers, forklifts, machinery etc..)
  - Manage Vendors for Truck and equipment maintenance.
  - Schedule repairs, inspections or maintenance to be done on trucks.
  - Maintain a clean criminal background and good driving record
  - Maintain all DOT records and stay up on all DOT regulations that apply to our routes. Ascertain that drivers are doing accurate truck inspections and communicating any issues.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

- Will require handling materials containing noxious odors, irritants and vermin.
- Often required to lift heavy weights
- Must be able to bend, stoop, and lift repeatedly
- Must be able to driver a box truck and maintaining a CDL license, while not required is a plus.
- Must be able to drive a forklift proficiently
- Must be able to be on your feet all day and stand on hard surfaces for long periods
- Must be able to work in a dirty, unconditioned warehouse environment.

## **COMPENSATION**

Pay range is 55-70K and commensurate on experience and skill level. Benefits include: company paid health, dental and vision, PTO, Long and short term disability, life insurance, annual bonus and Simple IRA Match. Please send your resume with a cover letter detailing why you are a good fit to: [employment@shimar.com](mailto:employment@shimar.com)

At Shimar Recycling, Inc. Every employee is encouraged to contribute to a workplace that is free from unlawful discrimination and harassment, demonstrate respect and celebrate diversity, and strive to build a more inclusive work environment.

Equal opportunity shall be assured in hiring, promotion, retention, training, and other personnel matters regarding all employees without regard to race, color, creed, national origin, sexual orientation, gender identity, age, or handicap.

Discrimination against any individual for the above reasons is specifically prohibited, except where sex, age, or no handicap is a bona fide occupational qualification.