

## RECYCLING COORDINATOR- KUMASI

### About Environment360

Environment360 is a Ghana based NGO that creates inclusive recycling programs that have economic, environmental and social impact on the communities they serve by harnessing the full value of recyclables.

The organization is seeking an innovative recycling to support the growth of its environmental recycling programs in Kumasi and engagement of formal and informal stakeholders.

Position is based at Environment360's head office in Kumasi.

### Recycling Coordinator Role and Responsibilities

The Recycling Coordinator is responsible for ensuring the growth of recycling program in Kumasi, while also maintaining relationships with key formal and informal stakeholders

The main roles and responsibilities of the Recycling Coordinator are as follows;

- ~ Identify partners and avenue for E360 to collect more PET waste in the market
- ~ Actively engage current stakeholders and partners to ensure increased collection of PET
- ~ Develop collection routes and support supervision of E360 tricycle rider
- ~ Ensure regular pick-ups from Kumasi to Accra
- ~ Collection and verification of receipts from local market and preparation of monthly financial reports
- ~ Prepare monthly reports on activities and challenges to ensure head office stays in the loop
- ~ Regularly engage Accra office to ensure activities are in line with the objectives of the organization
- ~ Attend Meetings and events on behalf of Environment360
- ~ Other duties as assigned

## Required Skills and Experience

The candidate is required to have the following skills and experience;

- ~ A bachelor/technical degree or three years of equivalent experience in Business, Marketing or Strategic Partnerships
- ~ Results driven and focused
- ~ Strong written and oral communication skills
- ~ Ability to multitask and work independently
- ~ Possess a high level of organization and willingness to learn
- ~ Advanced knowledge of Microsoft Word Suite.
- ~ Excellent interpersonal skills.
- ~ Proven history of
- ~ Ability to work under pressure and meet tight deadlines

Salary Range: GHS 600, plus commission and transportation allowance.

## Application Procedures

Please send a cover letter and CV via e-mail to [employment@environment360gh.org](mailto:employment@environment360gh.org) with “BDM” as the subject line of your e-mail.

Deadline to Apply: **10<sup>th</sup> July 2019**

*Thank you for your interest in Environment360. We regret that due to the large number of applicants and the time limitations of this recruitment process, only candidates invited to interview will be contacted. However, your name and CV will be recorded in our database for future opportunities*