



*Transforming used technology into opportunity, education and community*

1731 SE 10th Ave. Portland, OR 97214

503-232-9350

info@freegeek.org

www.freegeek.org

**JOB TITLE:** Receiving & Recycling Manager

**CLASS:** Management

**CATEGORY:** At-will

**STATUS:** Full-time, Exempt

**BENEFITS:** Eligible

**REPORTS TO:** Director of Operations

**SALARY RANGE:** \$36,000-\$48,000 (initial salary ordinarily not more than median)

**LAST UPDATED:** January 6, 2014

#### **JOB SUMMARY:**

The Receiving and Recycling Manager is responsible for the efficient and effective operation of all work areas at Free Geek that take in hardware donations for potential reuse, de-manufacture computers and other electronics that have been determined unsuitable for reuse, and dispose of separated components with local, environmentally responsible downstream recyclers.

#### **DETAILED RESPONSIBILITIES:**

- Hire, evaluate, mentor and discipline 3-7 FTE.
- Ensure safety, environmental and e-cycle compliance.
- Communicate necessary information to Director of Operations accurately and in a timely fashion.
- Prioritize processing, shipping and general flow of materials in the warehouse.
- Negotiate contracts with recyclers and other vendors to maximize commodity revenue while ensuring compliance with established principles of downstream accountability.
- Reconcile financial discrepancies by collecting and analyzing settlement reports, statements and other account information.
- Evaluate the benefits, costs and feasibility of recycling certifications.
- Monitor the landscape for e-waste legislation and regulations.
- Recommend improvements to the Operations Department and its activities.
- Achieve metrics in assigned Operations areas.
- Participate in the recruitment and support of volunteer interns in the Receiving and Recycling work areas.
- Coordinate the transfer of items between Receiving and Recycling areas and the Production and Public Services departments.
- Other duties as assigned.



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## **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

- Ability to maintain a calm, positive and professional attitude in a sometimes chaotic environment.
- Ability to effectively guide and direct the work of employees with a moderate range of duties and skill levels.
- Ability to effectively manage a moderate range of projects and activities at one time.
- One year of supervisory experience.
- Basic to intermediate knowledge of occupational safety and health law and regulations.
- Basic to intermediate knowledge of environmental protection law and regulations.
- Intermediate to advanced knowledge of Oregon E-Cycle law.
- Prior experience with vendor negotiations and sales of commodities.
- Basic knowledge of accounting and bookkeeping practices.
- Moderate motivation and aptitude for self-directed learning.
- Proficiency with using standard office software.
- Experience working with volunteers.
- Excellent written and verbal communication skills.
- Ability to lift and carry up to 40 pounds on a regular basis.
- Aptitude for and enjoyment of helping people.
- Fluency in spoken and written English.
- Good interpersonal skills.
- Ability to learn Free Geek documentation tools.
- Reliability and punctuality.
- Ability to consistently follow policies and procedures.
- Ability to remain flexible about duties and expectations as Free Geek grows and changes.

## **DESIRED SKILLS, KNOWLEDGE AND ABILITIES:**

- Fluency in another language besides English.
- Demonstrated confidence and competence working with diverse populations.
- Previous Free Geek work or volunteer experience.
- 2-4 years of supervisory experience.