

RECYCLING COORDINATOR

CAGLIA DIVERSIFIED MANAGEMENT CEDAR AVENUE RECYCLING & TRANSFER STATION

Department: Recycling
Location: Fresno County
Status: Non-exempt

Job Status: Full Time
Reports to: Sales
Positions Supervised: None

JOB SUMMARY:

Assisting with Recycling efforts at designated locations/properties and other assignments as directed by the Sales Team.

ESSENTIAL JOB FUNCTIONS:

1. Exceptional customer service skills
2. Build relationships with customers/tenants of properties
3. Recycling training with customers
4. Moving of trash/recycling material as needed (some physical labor involved)
5. Ability to work independently
6. Computer skills to include working knowledge of Microsoft Word, Excel, Power Point, and Outlook
7. Ability to work flexible hours, depending on events scheduled
8. Other duties and responsibilities as directed by the Accounting Staff

KNOWLEDGE, SKILLS & ABILITIES

- Excellent presentation/communication and problem solving skills.
- Some college, technical degree, or job/product related experience a plus.
- Ability to work under minimal or no supervision.
- Good time management.
- Regular attendance is a must for this position
- Clean DMV record required

EDUCATION/EXPERIENCE

- Associate Degree preferred but not required
- High School diploma/GED required
- Two years of administrative or operations experience
- Solid waste and recycling industry related experience a plus

Disclaimer: *this Job Description illustrates the general nature and level of work performed by employees within this job classification. It is not intended to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and skills required of personnel so classified.*