



Job Opportunity

Recycling Centre Coordinator

Applications are now being accepted for this full-time permanent position.

Duties: Under the direction of the Public Works Manager, the position shall, in an efficient and effective manner, provide for the ongoing operation of the Mayo Recycling Centre and Free Store. This will include but not be limited to: accepting recyclables and paying out refunds, preparing recyclables for transport to Raven Recycling on an as needed basis, and keeping accurate records of all transactions. The successful applicant must be willing and able to adhere to Village of Mayo existing and provide input to future policies that may be developed from time to time. The successful applicant will be responsible for daily cleaning and organizing of the entire facility (Recycling Centre and Free Store). The Recycling Coordinator will be responsible for receiving, sorting and putting donated items on display in the Free Store and to ensure that the display items are rotated depending on the seasons. Steel toe footwear must be worn in the workplace.

Qualifications:

- Applicants must pass a reliability/security check through the RCMP.
- Applicants must have a Social Insurance Number.
- Applicants must possess good interpersonal skills, be reliable and have good basic math skills (adding, subtracting and making correct change).
- Applicants must be able to organize their time, prioritize duties, and be able to work without direct supervision.
- Applicants must be able to deal with confrontations in a respectful and controlled manner.
- Applicants must be willing and able to obtain safety training.
- Valid Standard First Aid/CPR certificate will be an asset.
- Previous work experience in a related or similar work setting will be an asset.

Wages: \$20.47 per hour, 40 hours per week

Work Days: Tuesday through Saturday, 8:00 am to 4:30 pm (1/2 hour for lunch)

Deadline for applications: September 14, 2018, at 4:00 p.m.

Please submit a letter of interest and a resume with copies of certificates received to:

The Chief Administrative Officer, Village of Mayo, Box 160, Mayo, YT, Y0B 1M0; phone (867) 996-4300 and Fax (867) 996-2907; email: caomayo@northwestel.net

Only short-listed applicants will be contacted.