



JOB OPPORTUNITY

RECYCLING CENTER COORDINATOR

Duties: Under the direction of the Public Works Manager, the position shall in an efficient and effective manner provide for the ongoing operations at the Mayo Recycling Center. This will include but not be limited to; accepting recyclables and paying out refunds by way of cash or writing of “chits”, preparing recyclables for transport to Raven Recycling, keeping records of all transactions, keeping the premises in a neat and organized state. Safety footwear, gloves, hearing protection and safety glasses must be worn during everyday duties.

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 basic math skills.
- Applicants must be highly energetic, organized, able to prioritize duties and work with minimal supervision and support.
- Applicants must be in good shape and able to move around heavy objects
- Applicants must be able to deal with potential confrontations in a respectful and controlled manner.
- Applicants must be willing and able to obtain safety training.
- Valid Standard First Aid/CPR certificate preferred
- Previous work experience in a similar work setting will be an asset.

Work Schedule & Wages:

Monday to Friday 1100 to 1800 with a ½hr meal break in mid afternoon

Starting at \$21.56 per hour, for 32.5 hours per week

DEADLINE for application is May 5th, 2022

Please submit a letter of interest and a resume to the Chief Administrative Officer by mail, Village of Mayo, Box 160, Mayo YT, Y0B 1M0, by fax 867-996-2907 or by email:

caomayo@northwestel.net

Only short-listed applicants will be contacted