



POST COLLECTION CONTRACT MANAGER

Join our dedicated National team as a **Post Collection Contract Manager**! The Post-Collection Contract Manager oversees the delivery of post-collection services from key partner(s) delivering processing, logistics, material auditing and marketing services as outlined in the Statement(s) of Work (SOW) executed by Circular Materials Ontario (CMO). CMO is responsible for ensuring that these partners deliver excellent financial and environmental performance related to management of Packaging & Printed Paper (PPP) materials on behalf of its Producers obligated under the Ontario Regulation 391/21 for Blue Box materials.

In this role, the Contract Manager will ensure adherence to contract terms, negotiate change orders, and identify opportunities for continuous improvement.

Your Key Responsibilities

- Develops subject matter expertise on the regulatory requirements associated with the waste diversion regulation in Ontario.
- Develops a deep understanding of the terms of the Agreements and Statements of Work for assigned post collection contracts and proactively interfaces with contract partners to ensure services are delivered in accordance with the terms.
- Develops and maintains productive relationships with contract partners to deliver service excellence that results from collaborative and commercially respectful interactions including:
 - Collaborating with partners to refine the processes that enable commercial contract terms to translate into executable operational plans.
 - Collaborating with partners to define and implement the oversight processes that minimize operational disruption while maximizing value to CMO's producers.
 - Collaborating with partners to ensure PPP materials are processed to optimize commodity revenue and environmental outcomes.
 - Collaborating with partners to resolve issues.
 - Negotiating with partners on contract change.
 - Identifies opportunities, implements and/or participates in studies and pilot projects testing alternative processing methods utilizing new and emerging innovative technologies.
- Works in an integrated fashion with team members managing the Common Collection System, material quality, and auditing to ensure the system is functioning efficiently, effectively and meeting all regulatory requirements from the curb to final disposition.
- Interfaces with other departments in the organization responsible for the administrative and financial aspects of the relationship such as reporting and payment.
- During the start-up of the CMO program, collaborates with other departments to develop and document procedures associated with overseeing contract delivery.
- Develops, maintains, and manages the annual calendar of critical contract events on behalf of Circular Materials Ontario and client programs to ensure adherence to contract and regulatory obligations.
- Recommends continuous improvement within the department.
- Ensures all interactions with post collection service providers are recorded in the enterprise system.

Interpersonal/Communications:

Internal Relationship:

- Collaborates with operations teams, staff and the staff of internal departments interfacing with recycling system service providers in relation to Agreement(s) and SOWs.



External Relationships

- Directly interfaces with post collection partners to oversee contract, manage inquiries and status and other miscellaneous interactions as directed by the Director.

What you bring

Education:

- Post-secondary education in Business Administration or equivalent.
- Formal training in Contract Management and Negotiating skills preferred.

Experience:

- 10+ years managing waste management contracts including negotiating new contracts and change orders.
- 5+ years experience in post-collection recycling management including Material Recycling Facility processing and end market management.

Skills:

- Knowledge of waste management services and processes related to PPP materials.
- Excellent relationship management and negotiation skills.
- Technically competent with MS Office suite, business analytic tools.
- Proven experience in managing competing priorities with stakeholders at a senior level.
- Excellent verbal and written communication skills.

Working Conditions

- The incumbent must be prepared to perform effectively in a high-pressure “entrepreneurial” environment that demands both strategic thinking and decisive action.
- The job demands that the incumbent have a flexible work schedule requiring periods of extended working hours (evening/weekends) to meet deadlines.
- The incumbent has tolerance for change as CMO implements its new program obligations.
- While the position is virtual and meetings are mainly held remotely, the incumbent must be prepared to do site visits within Ontario and attend meetings or conferences as necessary from time to time.

About Us

Circular Materials is a national producer-led not for profit organization that supports producers in meeting their obligations under extended producer responsibility regulations across Canada. We are committed to building efficient and effective recycling systems to minimize waste, and ensure materials are reused again and again. Through the support of our founders and member producers, Circular Materials is implementing a national harmonized approach focused on improving recovery rates, meeting the needs and expectations of consumers, and protecting the natural environment. The team is currently working remotely.

For more information visit: <http://www.circularmaterials.ca>



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What We Care About

We care about our business and our people. We want to work with a motivated, detail-driven team player who will build great relationships with our small, dedicated team, our service partners, and our stakeholders. Our values of innovation, trust, knowledge, service, and respect should resonate with you.

We offer competitive salaries and an extensive benefits package that includes a Professional Development benefit, Personal Wellness Benefit, RRSP matching program, and medical/dental group benefit coverage.

Apply Now!

Think you would be a good fit for our **Post Collection Contract Manager** position? We want to hear from you! Please send your cover letter and CV to humanresources@circularmaterials.ca by March 7th, 2023.

Circular Materials is an Equal Opportunity Employer. We thank all applicants for their interest. Only those under consideration will be contacted.