



# VENDOR RELATIONS MANAGER

Join our dedicated National team as a **Vendor Relations Manager**! The Common Collection System (CCS) Vendor Relations Manager interfaces with municipal and private waste management companies during the procurement phase of the CCS to facilitate contract execution. Management of CCS related contracts is assigned to a third-party CCS “Operator” and it is the responsibility of the CCS Vendor Relations Manager to support the Director in overseeing the activities of the Operator in accordance with the terms of their Statement of Work.

In this role, the CCS Vendor Relations Manager will ensure adherence to contract terms, negotiate change orders and identify opportunities for continuous improvement and facilitate the effective interaction between the Operator and CCS collection and receiving facility service providers.

## 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 collection and material receiving contracts.
- Collaborates with Circular Material’s (CM) department responsible for preparing procurement documents such as Requests for Proposals, Statements of Work and Master Services Agreements to ensure accurate representation of operational objectives.
- Interfaces with proponents to ensure questions are answered and issues resolved to enable execution of contracts.
- Manages transition of executed contracts to the “Operator” and ensures proper interpretation of terms and conditions.
- Supports Director in the development of processes and procedures needed for this new department to effectively interact with service providers and the “Operator.”
- Interfaces with other departments in the organization upon whom the contractual partners rely to enable them to deliver on their service obligations to CMO – e.g. the department interfacing with the post-collection service providers as needed to resolve operational issues.
- 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 collection and material receiving 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**



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- Directly interfaces with collection and receiving partners during the procurement phase and with the “Operator” once implemented 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, Business Management, or Logistics preferred.

### Experience:

- 10+ years managing waste management contracts.
- Experience working in Supply Chain Management in the waste management industry.

### Skills:

- Knowledge of waste management services and processes related to PPP materials.
- Strong operational knowledge related to transportation logistics, material receiving and recording.
- Excellent relationship management skills.
- Strong verbal and written communication skills.
- Fluency with MS Word, MS Excel, and Adobe Acrobat programs.

## 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>

## What We Care About



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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 **Vendor Relations Manager** position? We want to hear from you!  
Please send your cover letter and CV to [humanresources@circularmaterials.ca](mailto: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.