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## OPERATIONS MANAGER

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### What's Interchange Recycling all about?

Interchange Recycling, formerly BC Used Oil Management Association (BCUOMA), located in Victoria BC, is a collaborative, not-for-profit, producer-governed group that upholds the environmental objectives of our members. We collect and recycle the products they make and sell, which are then made available as new products from our members and other vendors.

At Interchange Recycling, we move forward through balance. Like a major highway interchange, there is a constant flow of materials arriving into the market and coming back into our operations. Likewise, we direct the traffic for members, government, collectors & processors, public recycling centres, and of course, the public. Currently, we recycle used motor oil, oil filters, oil containers, antifreeze, and antifreeze containers—and we're always examining new automotive and industrial products to bring into our recycling process.

### Position Overview

Reporting to the Director of Operations, the Operations Manager will be responsible for ensuring the efficient functioning of all operational processes, implementing activities that enhance productivity, fiscal efficiencies, and operational excellence with a lens of environmental responsibility and sustainability.

### Key Responsibilities

- Day-to-day oversight of the collector and processor program, provide ongoing reviews and manage relationships.
- Monitor and evaluate operational data for accuracy and provide quality assurance on reporting.
- Collaborate with cross-functional teams to develop, maintain, and execute operational performance metrics and dashboards to track progress and report to senior management.
- Implement and optimize operational policies, procedures, and quality standards that ensure the effective and efficient operation of Interchange Recycling.
- Monitor and analyze key performance indicators (KPIs) to identify areas for improvement and take corrective actions as needed.
- Identify opportunities for process improvements, cost reductions, and increased efficiency.

- Develop and maintain relationships with key stakeholders, including customers, suppliers, municipalities, and partners, to investigate opportunities to generate interest in and ensure that Interchange Recycling is meeting their needs and expectations.
- Ensure that all operations are aligned with the strategic goals of Interchange Recycling and support the achievement of those goals.
- Conduct Collector/Processor site visits, as needed, to ensure compliance with Interchange Recycling standards.
- Participate in and manage the operational budget, including forecasting, monitoring, and reporting on financial performance.
- Provide regular reports to the Director of Operations on operational performance, identifying areas for improvement and making recommendations for change.
- Ensure compliance with all relevant regulatory requirements and standards.
- Collaborate with the Operations Coordinator to support RCF relations.
- Foster a culture of accountability, collaboration, and continuous improvement.
- Provide operational support to additional programs as Interchange Recycling expands.
- Travel when required, often on short notice.

## **Qualifications**

- Post-secondary degree or diploma in Business Administration, Operations Management, or a related field.
- 3-5 years' experience in operations management or a similar role. Experience in EPR or another environmental industry is preferred.
- Strong leadership abilities with a track record of successfully managing teams.
- Exceptional communication and interpersonal skills with the ability to build relationships with internal and external stakeholders at all levels.
- Strong analytical and problem-solving skills, with a data-driven approach to decision making coupled with the ability to identify and resolve problems quickly and effectively.
- Strong organizational and time management abilities, with a keen attention to detail.
- Demonstrated knowledge of relevant municipal, provincial, and national industry regulations.
- Proficiency in using operational tools, software, and systems such as Salesforce.
- Demonstrated ability to thrive in a dynamic and rapidly changing environment.
- Experience working in a regulated industry is preferred.
- Familiarity of continuous improvement processes is preferred.

## **Salary and Benefits**

- Salary -\$88,000 - \$105,000 depending on experience
- Three weeks' vacation
- Chamber benefits (extended health and dental coverage)
- Flexible schedule, ability to work remotely
- Beautiful downtown Victoria office location
- Parking, bus pass and/or bike storage provided