

July 10, 2017

Administrative Manager

Title: Administrative Manager, Senior Manager level

Reports to: Both Operations Manager and General Manager now, under general supervision, shifting to General Manager after upcoming transition to Worker-Owned Cooperative.

Overview: At Urban Ore, all staff are responsible for recycling large volumes of material, satisfying customers, keeping the business running smoothly and profitably, and working cooperatively as a team. Staff members are expected to do many jobs according to the needs of the day, and to work together cooperatively to accomplish the overall goals.

Every day the business has to bring in materials, process them, and sell them for enough money to pay all of our bills and make a profit. The profit is necessary to be able to expand the business. In the process, we must happily serve our customers, who are the foundation of our success. We also take pride in keeping our sites clean and orderly.

This job: This senior person in a small reuse company does daily routine office functions that require accuracy and attention to detail, and also has top-level responsibilities for legal and regulatory compliance, staff and enterprise development, and strategic planning. The Administrative Manager performs or oversees most administrative functions in a company with about 40 staff who salvage from a transfer station, pick up unwanted goods from clients, and conduct retail sales. He or she is responsible for maintaining and improving administrative information and flow. In addition, he or she performs human resources functions and maintains records, including interviewing, hiring, and scheduling staff; mediating disputes; and conducting and arranging training. He or she participates in strategic and policy-making discussions and decisions, and works closely with both the Operations Manager and the General Manager to keep the enterprise operating smoothly.

Application deadline: Open until filled.

Start date: Late July or as soon as possible thereafter.

Application instructions: If you are interested in the position, please email HR@urbanore.com and we will email you an application with further instructions. Applicants only, please. No recruiters or other third parties. Thank you!



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