



Recycling Compliance Coordinator January 2022

MRM, a national electronics recycling management company, is seeking a qualified professional to assist in executing MRM's regulatory compliance work on behalf of electronics manufacturers. The Compliance Coordinator will assist MRM's Compliance Program Manager in tracking and monitoring various state electronics recycling programs and will help ensure that MRM's electronics recycling programs are environmentally responsible, effective, and meet the needs of both electronics manufacturers and state and federal regulators. MRM provides a flexible work environment with opportunity for growth. Candidates can be remote but need to be able to function well as part of a team regardless of location. Primary office is in Minneapolis, Minnesota.

MRM – Electronics Manufacturers Recycling Management Co.

MRM was founded by electronics manufacturers in 2007 to help manufacturers provide environmentally responsible, efficient recycling and to provide sustainable programs to comply with various state laws and requirements. MRM currently provides electronics recycling programs for nearly fifty electronics manufacturers in twenty US states and the District of Columbia, as well as in Ontario, Canada. Manufacturers working with MRM range from companies producing the largest televisions on the market to those producing small accessories such as keyboards and mice. MRM manages the largest independent, manufacturer-led e-waste program in the United States.

Recycling Compliance Coordinator Responsibilities

- Track and organize recycling data to ensure smooth operations, accurate recycling information, and constant service improvement.
- Monitor environmental and risk benchmarks for recyclers working with MRM to assist the Compliance Program Manager and Recycling Program Manager in ensuring all vendors uphold MRM's standards for responsible recycling and risk minimization.
- Assist in preparing reports on electronics recycling activity for state and local governments.
- Represent MRM in person-to-person meetings, telephone calls, and electronic communication. Work with government staff and manufacturer environmental management and sustainability departments.
- Keep MRM's social media and website data up to date to communicate information on recycling activities to the broader community.



Skills Required

- Strong communication skills, both in person and on the telephone
- Experience in data collection, organization and tracking
- Ability to analyze data to determine progress toward benchmarks
- Demonstrated skill in managing multiple detailed tasks at once
- Knowledge of Excel, Google sheets and docs, Twitter and other social media platforms. Experience with databases preferred but not required
- Ability to work independently while contributing to team goals

Position Details

- Participate as a full team member in a small, dynamic company that handles large responsibilities
- Opportunity to grow and assume increased responsibility
- Competitive salary. Flexible benefits program

To apply

Please submit resume with two references to info@MRMrecycling.com

MRM

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