



Recycling Network Coordinator

MRM, a national electronics recycling management company, is seeking an experienced professional to coordinate a variety of e-waste recycling networks. The Coordinator will assist in setting up and managing relationships with e-waste collectors and recyclers so consumers have environmentally responsible, effective options for recycling their electronic products. MRM provides a flexible work environment with strong opportunity for growth.

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 programs to comply with various laws and requirements. MRM currently provides e-waste recycling programs for nearly 50 electronics manufacturers in twenty US states and the District of Columbia. Manufacturers working with MRM range from those 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 Network Coordinator Responsibilities

- Coordinate service to recycling collection locations. Manage and oversee logistics, communicate with collection sites, recyclers and local governments and other organizations.
- Develop new collection opportunities for consumers on behalf of MRM and its participating manufacturers.
- Organize and track data to ensure smooth operations, accurate recycling information, and constant service improvement.
- Assist in ensuring all vendors uphold MRM's standards for responsible recycling
- Represent MRM in person-to-person meetings, telephone calls, and electronic communication. Work with staff at a variety of collection locations – from very small towns to the largest US cities.



Skills Required

- Strong communication skills, both in person and on the telephone (customer service or sales experience a plus)
- Familiarity with logistics planning and coordination
- Experience in data collection, organization and tracking
- Ability to work independently while contributing to team goals
- At least two-to-five years' experience in recycling program coordination or waste service logistics (public or private sector)
- Ability to travel

Position Details

- Flexible work location – no need to relocate. Coordinator can work from home or can work at MRM Main offices in Minnesota.
- 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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