

06/03/09 : Assistant Manager (Recycling)

ABOUT COMM-TECH

Community Technology supports organisations in the Charitable and Voluntary sector by the provision of Technical Support, Equipment maintenance and by supporting Open Source Software.

Comm-Tech Computer Recycling is part of The Community Technology Project, a not-for-profit organisation which carries out collection, refurbishment and re-marketing of ICT equipment in Greater London.

A non-profit organisation with a strong ethical basis to its work, Community Technology also promotes the re-use and recycling of equipment and endeavours to minimise the environmental impact of IT waste.

ABOUT THE ROLE

A full-time Assistant Manager is required to work with a leading UK charity in the field of computer reuse and recycling.

Working with the Sales & Logistics Manager, the position requires a mix of practical IT, warehousing and administrative skills.

RESPONSIBILITIES

Maintaining the physical processing of computer equipment at our warehouse facility and in our workshop in Streatham, South London, will require strong organisational skills as well as manual handling on a regular basis.

You will also be required to deal with recycling enquiries both by email and on the telephone, providing information and quotations, as well as increasing the sale of equipment to visitors both to our shop and online.

You will liaise with our licensed waste carrier, supervising the efficient logistics of collection and recycling, as well as supervising project volunteers and organising your own work-flow.

TERMS AND REMUNERATION

£20,040 p/a for a 37.5 hour, 5 day week. Annual Leave 28 days.

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ABOUT YOU

YOUR SKILLS

*E=Essential

*D=Desirable

- Good command of spoken and written English *E
- Excellent inter personal skills - for dealing with the public *E
- Familiar with email systems and conventions *D
- Sales experience preferred but not essential *D
- The ability to prioritise and document tasks *E
- Manual handling and stock control experience required *E
- Experience with computer hardware essential *E
- Software skills highly desirable *D

YOUR APPROACH

You will have the ability to work on your own initiative and in a team, including the ability to support others. You will have a genuine commitment to recycling and the environment with a belief in empowering people through technology.