

JOB DESCRIPTION

Position: Associate Manager - Operations
Job Locations: Dehradun
Reporting to: Operations Manager
Experience: Minimum 2 years in management and team-handling.
Details: Full-time. Salary: Rs. 18,000 (CTC/month) . Waste Warriors is an Equal Opportunities Employer.
Application Procedure: Applications should be submitted via our Google Form. Email applications will not be accepted. Shortlisted candidates will be contacted for further rounds of interview.

Introduction

Waste Warriors is a registered society and non-profit solid waste management NGO, working in Dehradun, Dharamshala, and around the Corbett National Park region. We work through a combination of direct action, public awareness-raising, community engagement initiatives, and long-term partnerships with govt bodies. We are currently recruiting an Associate Manager - Operations for our Dehradun project location to oversee and manage our waste management projects.

Duties & Responsibilities

- Supervise overall daily waste management operations and on-time reporting to Operations Manager.
- Develop productive, profitable and achievement-oriented working environment for workers.
- Address operational issues and concerns in a timely fashion.
- Determine staffing requirements, work assignment and schedules for daily operations.
- Assist in interviewing, recruiting, training, performance evaluation, promotion and termination of Operations field staff.
- Supervise operations team to ensure operational excellence and excellent customer services.
- Train operations team on best practices, company policies and service excellence standards.
- Develop and maintain operational guidelines for ground teams.
- Ensure operations team adheres to processes and policies.
- Set up monitoring process for ensuring work quality in the ground team.
- Evaluate current operational strategies and recommend improvements.
- Oversee operational cost, risk and audit activities.
- Coordinate with all stakeholders & department managers for smooth operations and timely delivery.
- Generate operational reports for management as needed.
- Coordinating with event managers in addressing the requirements of event planning.
- Build relationships with clients and ensuring excellent customer service.
- Add donors and assist with fundraising.
- Review existing processes and execute improvements.
- Coordinate routine maintenance and repairs for equipment.
- Ensure the operations facility is clean, safe and organized.
- Coordinate in different operational issues and other activities as needed.

An Ideal Candidate Will:

- Have completed a college degree or vocational diploma.
- Have a genuine interest in working in the social sector.
- Be passionate about the environment and a cleaner India.
- Enjoy working with local and foreign volunteers, community members, and children.
- Be bilingual (must be able to speak English and Hindi fluently).
- Have prior experience in planning, development, and management.
- Have a basic knowledge of waste management and be eager to learn more.
- **Job requires site visits therefore candidate must have his/her own vehicle.**

Key Skills & Attributes:

- Excellent team-building skills with ability to motivate staff and stakeholders.
- Capacity to develop and implement a robust strategic vision and ability to communicate that effectively to all members of the organization.
- Excellent organizational and staff management skills.
- Sound knowledge and understanding of information technology.
- Good written, presentation, and listening skills.
- Ability to work under pressure and on own initiative.
- Good math skills with the ability to create and analyze reports, spreadsheets and sales statistics.
- Proficient at MS Office (MS Excel in particular).
- Leadership and organizational abilities.
- Interpersonal and communication skills.
- Problem-solving attitude.

Start Your Application on our Google Form:

www.tinyurl.com/WWJob

For additional information, contact:

Waste Warriors Society

Email: hiring@wastewarriors.org