



JOB DESCRIPTION

Position: Associate Manager - Operations
Job Locations: Dehradun, Uttarakhand
Reporting to: Project Manager
Experience: Minimum 1 year preferably in project or waste management.
Details: Full-time position for a minimum of one year. Starting salary: Rs. 20,000 p/m. (Additional allowances and incentives) Waste Warriors is an Equal Opportunities Employer.
Application Procedure: Email applications will not be accepted. Applications should be filled online on our Google Form here . <i>Only shortlisted candidates will be contacted for further rounds of interview.</i>

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 government bodies. We are currently recruiting an Associate Manager - Operations.

(This position is specific to a circular economy project in partnership with the United Nations Development Programme, India. The project team works with communities, Nagar Nigam, waste pickers and recyclers to develop systems for social and environmental impact while keeping the project's financial sustainability in mind.)

Responsibilities

1. Manage a team of assistants and Green Workers (Safai Sathis) to efficiently run the operations of our Waste Warriors Swachhta Kendra (Material Recovery Facility).
2. Ensure efficient record-keeping of operations of the Swachhta Kendra (SK) and timely delivery of the data records to the reporting team and line manager.
3. Recruit and manage manpower for the optimal performance of the SK.
4. Ensure operational sustainability of the SK by offering better price for the buying and selling of recyclables.
5. Support the Project Manager to achieve the monthly target of plastic processing as per our funder requirements and program deliverables.
6. Lead the team to liaise and build networks with kabadiwalas, waste pickers, and bulk generators like institutional and commercial establishments like hotels, large stores, complexes, etc. to procure plastics and other recyclables.
7. Travel outstation for market research or partnerships.

A Successful Candidate Will:

- Preferably have completed a college degree or vocational diploma.
- Preferably have previous experience in the Business Development or SWM Sector.
- Have some prior experience in planning, development, and management.
- Have basic knowledge of waste management and is eager to learn more.
- Be passionate about working with local community members.
- Have a genuine interest in working in the social sector.
- Be passionate about the environment and a cleaner India.
- Be at least bilingual (must be able to speak English and Hindi fluently).
- Be willing to travel outside of Dehradun.

Key Skills & Attributes:

- Knowledge of Google apps (Docs, Spreadsheets, Slides, Drive) and willing to learn.
- Good record-keeping and analytical skills with attention to detail.
- Excellent people-skills and a great team-player.
- Open-minded, flexible, and willing to adapt to change.
- Ability to work independently with minimum supervision.
- Hardworking, confident, and committed.
- Honest, trustworthy, and diligent.
- Good knowledge about government and institutional liaising.
- Have strong decision-making and problem-solving skills.

Start Your Application on our Google Form:

www.tinyurl.com/WWJob

For additional information, contact:

Waste Warriors Society

Email: hiring@wastewarriors.org