

## JOB DESCRIPTION

<b>Position:</b> Operations Associate
<b>Job Locations:</b> Dehradun
<b>Reporting to:</b> Operations Manager
<b>Experience:</b> Minimum 1 year preferably in operations management or in the field of waste management.
<b>Details:</b> Full-time position for a minimum of one year. Starting salary: <b>Rs. 12,000 - Rs. 18,000 p/m.</b> Waste Warriors is an Equal Opportunities Employer.
<b>Application Procedure:</b> Applications should be accompanied by a CV and a cover letter. Email applications will <b>not</b> be accepted. Applications should be filled online <a href="#">here</a> . <i>Shortlisted candidates will be contacted for further rounds of interview.</i>

### Introduction

Waste Warriors is a not-for-profit NGO working in the field of solid waste management, working in Dharamsala, Dehradun, and Corbett areas, conducting programs on awareness-raising, door-to-door collection, event waste management, education programs, and advocacy. We are currently recruiting Operations Associates to assist in planning and conducting waste management related projects.

***This position is specific to a circular economy project in partnership with UNDP in Dehradun. The project works with the community, Nagar Nigam, waste pickers, scrap dealers and recyclers to create social and environmental impact while keeping the project's financial sustainability in mind.***

### Responsibilities of the Operations Associate include:

1. Assist the Project Manager with day-to-day running of the project.
2. Evaluate, implement, and document all project activities.
3. Build and develop partnerships with scrap vendors and waste bulk generators.
4. Assist with buying and selling of recyclables, vendor payments, and follow-ups.
5. Assist and organize IEC and engagement activities as per project requirements.
6. Give presentations and talks to community members, authorities, and schools.
7. Assist with preparation of funding proposals and other written documentation.
8. Respond to telephone and email enquiries.

**A Successful Candidate Will:**

- Preferably have completed a college degree or vocational diploma.
- Have good communication skills.
- Have good negotiation skills.
- Have a mindset to develop new strategies and ideas.
- Have a genuine interest in working in the social sector.
- Be passionate about the environment and a cleaner India.
- Be comfortable with and enjoy working with community members and even children.
- Be at least bilingual (must be able to speak English and Hindi fluently).
- Have some prior experience in planning, development, and management.
- Have basic knowledge of waste management and eager to learn more.

**Key Skills & Attributes:**

- Knowledge of Google apps (Docs, Spreadsheets, Slides, Drive) and willing to learn.
- Good record-keeping skills with attention to detail.
- Excellent people-skills and a great team-player.
- Open-minded and flexible.
- Able to work under defined deadlines.
- Hardworking, confident, and committed.
- Honest, trustworthy, and diligent.
- Internet savvy and familiar with social media.
- Physically fit and mentally strong.
- Good analytical skills.
- Basic knowledge about liasoning.
- Have strong decision-making and problem-solving skills.

[CLICK HERE TO APPLY](#)