

Divert NS

Operations & Procurement Specialist - Hybrid
Truro, Nova Scotia
Salary: \$81,896- \$98,079



Divert NS is currently seeking an Operations & Procurement Specialist to join their dynamic team. Reporting to the Director of Operations, this role plays a crucial part in ensuring efficient program operations and overseeing procurement activities within the organization. If you value protecting the environment and helping others do the same, Divert NS could be the team for you.

About Divert NS

Divert NS is a leading environmental not-for-profit organization dedicated to supporting the province to recycle and live in more sustainable ways. Committed to making a positive impact, they oversee various programs that aim to improve Nova Scotian's environment, economy, and quality of life.

About the Position

As the Operations & Procurement Specialist, you will collaborate with the operations team to support Divert NS' two major recycling programs: The Deposit-Refund/Beverage Container Program, and the Used Tire Management Program. Within these programs, you will often take a lead role working with stakeholders to ensure that program initiatives are completed on time and on budget. You will also focus on supporting the organization as a whole through managing procurement activities and overseeing the bidding process. The successful candidate will be a strong relationship builder who smoothly manages relationships with both internal and external operations stakeholders.

Key Responsibilities

Program Operations and Enhancement (60%)

- Collaborate with the Operations Director to support program operations.
- Manage relationships with haulers, processors, and retailers, and other service providers to ensure that Enviro-Depot™ program operations run smoothly.
- Regularly monitor Enviro-Depot™ network, haulers, and processors for compliance, promptly addressing non-compliance.
- Identify areas of opportunity to improve/enhance programs.
- Conduct research on program operations and initiatives, presenting findings as needed.



- Monitor and maintain data using Divert NS' proprietary software for tracking beverage and tire collections and remittances.
- Advise management of any potential regulatory changes or other potential impacts on the Divert NS regulated beverage and tire programs.
- Other duties as required.

Procurement Management (40%)

- Consult with department heads to identify and plan for respective procurement needs.
- Develop procurement documents, such as RFPs, RFQs, and service agreements, from start to finish.
- Guide the bid evaluation process and assess submissions for compliance.
- Assist in the development and/or refinement of operational, procurement, occupational health and safety policies.
- Other duties as required.

Qualifications

- University degree in environmental sciences, business, public administration, or other relevant discipline.
- Minimum of 3 years related experience in project/program management, procurement and/or warehouse or program operations.
- Excellent writing skills and attention to detail.
- Experience in conducting qualitative & quantitative research and analyzing data.
- Familiarity with competitive bidding process and procurement process, ideally in the public sector.
- Fluency in Microsoft Word and strong command of Excel, PowerPoint, and Outlook.
- Experience in using an online procurement platform, with knowledge of bids-and-tenders site considered an asset.
- Familiarity with the Nova Scotia Solid Waste-Resource Management Strategy, Solid Waste-Resource Management Regulations is desirable, and Nova Scotia Occupational Health and Safety legislation is an asset.

Find the full job description [here](#).

What's in it For You?

Competitive Compensation - Divert NS believes in recognizing and rewarding hard work with a group RRSP program, ensuring employee efforts are valued.

Training & Promotional Development- Join an organization that invests in success. Divert NS is committed to its employee's growth through training initiatives.



Hybrid Schedule- Achieve work-life balance with flexible work arrangements. Divert NS understands the importance of accommodating to an employee's lifestyle and offers employees to work two days a week remotely.

Paid Vacation- Divert NS values well-being and offers paid annual vacation leave, ensuring employees have the time to recharge and relax.

Equity and Diversity Policy- Join a team that celebrates diversity. Divert NS is committed to equity and strives to create a workforce that reflects the diversity of Nova Scotians.

Application Process

If you are interested in joining Divert NS' innovative & passionate team, contact us by email at recruitment@powerupleadership.ca. Please submit your resume, cover letter explaining how your background and experience will meet the needs of Divert NS.

Divert NS is committed to fostering a diverse and inclusive workplace where all individuals are valued, respected, and empowered. They encourage applications from candidates of all backgrounds, perspectives, and experiences.

**[PowerUp Leadership](#) is actively recruiting on behalf of our client, Divert NS.*