



**REGIONAL
RECYCLING.ca**

YOUR ONE STOP RECYCLING SHOP

Job Title: Metal Buyer

Reports To: Senior Metal Buyer

The Metal Buyer is responsible for purchasing, processing and shipping of non-ferrous scrap metals and other Stewardship Programs offered at the depot, offering excellent customer service, and following all RIOS quality, environmental and safety policies.

Core Responsibilities:

- Provide excellent customer service.
- Follow Standard Operating Procedures for metal purchases in compliance with regulations outlined in BC's Metal Dealers and Recyclers Act. Quality control is to be maintained with correct grading and acceptable profit margins.
- Keep a Scrap Customer Log Book, with contact information and price quotes. Explore opportunities for new business, keeping records of contacts.
- Full knowledge of all stewardship programs offered at the depot. Continuous training is provided.
- Follow Standard Operating Procedures for shipping and receiving of all stewardship program materials in the warehouse area, including accurate documentation. Ensure materials are stacked, moved and stored in a safe manner. Maintain a clean, safe and hazard-free environment at all times.
- Conduct daily, weekly, monthly and other equipment inspections and maintenance as scheduled or required, ensuring security of company assets.
- All other duties as assigned.

