

Call2Recycle Stewardship, Inc.

TITLE:	Operations & Compliance Coordinator	HOURS:	Full-Time
LOCATION:	Remote	TYPE:	Exempt
TRAVEL:	Limited, as required (Estimated ~3x5/yr)	LEVEL:	Entry-Level
REPORTING TO:	Director, Operations	DIRECT REPORT(S):	None
SALARY RANGE:	\$56K-\$60K		
TO APPLY:	Applicants must submit both a cover letter and resume via this link: https://app.smartsheet.com/b/form/019ada69b4f27f9eaf6989f14cbf7ff0		

Initial applications are anonymized to reduce unconscious bias and ensure an equitable, supportive hiring process

At Call2Recycle Stewardship, Inc., we believe that small actions—like recycling a battery—can spark big transformations. As the nation's premier battery recycling nonprofit, we've spent over three decades leading the charge toward a cleaner planet and a circular economy. Our work empowers millions of consumers, businesses, and communities to safely and responsibly manage the batteries that power modern life.

We're looking for passionate changemakers to help us scale our impact and shape the future of sustainability. If you're ready to turn purpose into action, you'll thrive in our mission-driven, collaborative environment. Learn more at and follow us on [Facebook](#), [Instagram](#), [LinkedIn](#), and [call2recycle.org](#).

POSITION INFORMATION

POSITION SUMMARY:

Reporting to the Director, Operations, the **Operations & Compliance Coordinator** plays a critical role in ensuring the seamless execution of logistics, compliance, and operational workflows across Call2Recycle Stewardship, Inc's battery recycling programs. This role supports the organization's ability to scale by managing day-to-day operational tasks, maintaining regulatory compliance, and driving process improvements across a complex network of service providers, vendors, and internal teams.

If you are a **self-starter with excellent communication and organizational skills**, are detail oriented, and possess the ability to work in a highly collaborative, small-sized team environment, join us, and make an impact!

MAJOR DUTIES AND RESPONSIBILITIES:

Duties and responsibilities of this role include but are not limited to the following:

Logistics & Shipment Coordination

- Manage end-to-end shipment logistics, including scheduling, documentation, and troubleshooting for high-volume and specialized shipments.

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- Maintain trackers and dashboards to monitor inventory, crate movement, and delivery timelines.
- Coordinate with freight brokers, battery recycling processors, and external vendors to ensure timely pickups and deliveries, including resolving shipment refusals and rerouting as needed.

Compliance & Quality Assurance

- Monitor and ensure compliance with regulatory requirements and internal standards for battery transportation, handling, sorting, processing, reporting, and safety.
- Investigate and resolve data discrepancies such as duplicate or unknown enterprise resource planning (ERP) entries.
- Support audit readiness and vendor performance tracking through detailed reporting and documentation.

Data Management & Reporting

- Maintain and update operational data systems (e.g., ERP) with accurate shipment, backlog, and ERP entry information.
- Collaborate on the development of automated alerts and dashboards for regulated state compliance, throughput, and unattributed reporting.

QUALIFICATIONS, SKILLS & ABILITIES

BASIC QUALIFICATIONS:

- Bachelor's degree in business administration, compliance, supply chain, operations Management or related field **AND/OR**
- Three plus years' experience in operations compliance, supply chain, administrative coordination or related field.
- Must be authorized to work lawfully in the United States for Call2Recycle, with or without sponsorship.

PREFERRED QUALIFICATIONS:

- Knowledge of compliance regulations and quality management systems.
- Strong knowledge of logistics and nurturing vendor relationships.
- Strong proficiency in Microsoft Office Suite (Excel) and operations software.
- Attention to detail and ability to handle sensitive information.
- Familiarity with ISO standards or other regulatory frameworks.
- Able to adapt to a changing environment; comfortable working in a fluid environment where processes may change.
- Hazardous Material Certifications (US 49CFR) a plus.

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- Thrives in a mission-driven environment where culture and values are central to success.
- Be eager to join a team that embraces diversity, equity and inclusion as core values and fosters a culture of collaboration and innovation.

WORKING CONDITIONS:

- This position is remote based within the United States. Candidates must be able to work from a U.S.-based location and be eligible to work lawfully in the United States for Call2Recycle Stewardship, Inc.
- Limited travel (estimated 3-5 times per year) as needed. Travel could include, but not be limited to, attending conferences, customer meetings, or team/organization-wide meetings.
- The work hours, Monday - Friday, are 8 hours per day. The position may require hours that exceed 8 hours per day and/or 40 hours per week during peak periods. Our approach to schedules is to focus more on the quality and timeliness of the work being done. We recognize the importance of ensuring staff can connect with each other and maintain a work-life balance. To support work/life balance, we offer our staff a flexible scheduling policy to the extent each role allows, giving you the opportunity to have greater control over your work schedule – in alignment with the latest policy - while ensuring that operational needs and team collaboration are maintained.

ABOUT CALL2RECYCLE

At Call2Recycle Stewardship Inc., we enjoy a culture of teamwork, innovation, and fun. Our team is the primary reason for our unique culture. We hire energetic and dedicated people who work hard every day to help us achieve our goals. Each one of our employees is a valued contributor, not just a number. We work in teams to benefit from our collective talents to make a real impact on the environment.

The way we operate contributes to the success of our employees and our organization. We also value the diversity of employees' backgrounds and believe everyone's unique perspective is critical to our success. Diversity and intercultural

Our Core Values **What Powers Us**



We are welcoming.

We welcome team members of all backgrounds. We champion customers of diverse perspectives and needs. We are open to growth as individuals and as an organization, and the learning, challenges, and opportunities that come with it.



We embrace change.

We are leaders in our field, which means being open to and in pursuit of innovation. We are increasingly agile, moving at speed, learning from our progress, looking ahead, and adapting.



We are purpose-driven.

We are motivated by a common cause. Protecting our climate is at the core of what we do, and propels our commitment to safety and dedication to our communities. We take pride in our work, delivering quality solutions with integrity and engagement.



We are partners.

To each other. To our employees and our families. To our communities. This means we support each other, in and out of work. We assume positive intent. We work together to accomplish our goals with patience, purpose, accountability, and respect.

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collaboration are fundamental to what we do. Our team has varied backgrounds, speak different languages, and are engaged in varied personal pursuits, but all share a commitment to environmental sustainability, and each do their small part to improve our planet.

We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis race, age, color, creed, sex, religion, ancestry, marital status, national origin, disability, veteran status, or any other protected characteristic.

We value our employees. In keeping with our values, we strive to support our team members in and out of work. As part of this, we offer a strong, well-rounded benefits package. Our benefits support our employees' health and wellness, time off, and productivity. Highlights include:



BENEFITS & PERKS



HEALTH & WELLNESS

- 401k
- Medical/Dental/Vision
- FSA
- HSA
- Basic Life and AD&D Insurance
- Short Term Disability
- Long Term Disability
- EAP & Wellness
- Adoption Assistance
- Pet Insurance

TIME OFF

- Paid Holidays
- Personal Days
- Vacation Days
- Sick Leave
- Paid Parental Leave
- Funeral/Bereavement Leave
- Volunteer Hours
- Voting Leave
- Jury Duty
- Leave: Medical and Military

PRODUCTIVITY

- Education Assistance
- Home Office Furniture Reimbursement
- Internet Reimbursement
- Password Management Service
- Employee Engagement
- Training & Learning

TO APPLY

We are committed to providing a supportive and inclusive work environment. We encourage applications from individuals with diverse backgrounds and experiences and believe that a diverse team brings a variety of perspectives and ideas that are critical to our success.

Interested applicants must submit both a cover letter and resume via this link:

<https://app.smartsheet.com/b/form/019ada69b4f27f9eaf6989f14cbf7ff0>

All candidates must be available for phone and video interviews. Interviews will be scheduled on a rolling basis once an application review occurs.

This employer participates in E-Verify.