



**BRENDAR**  
ENVIRONMENTAL INC.

## Environmental Administrator

**Posted:** February 16<sup>th</sup> 2022

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### *Job Description*

#### **Environmental Administrator**

Full time OR Part time available– **ALL Relevant Training Provided**

The *Environmental Administrator* is a vital member of our team that performs a variety of administrative and technical functions. Approx. 70% of the work pertains to preparing, receiving, and processing paperwork associated with the waste shipments. This work includes inventory entry, data management and associated reporting. The remaining 30% of the workload involves hands-on material handling, chemical sorting, and waste collection activities. This role suits someone who is organized, detail oriented and enjoys a busy workday.

- \$17.00/hr.-19.00/hr (Depending on Experience and Skills)

Our people have made BRENDAR one of the most trusted hazardous waste management companies in Ontario over the last 25 years. Placing a strong emphasis on customer service, environmental responsibility, and a respectful enjoyable work environment amongst our staff. We have worked hard to earn a reputation for providing trusted, dependable, and flexible waste management and electronic recycling solutions for our clients. At BRENDAR we are not simply looking to “fill a position”, rather we are always looking for good people to help develop and expand our capabilities. If you are an individual who takes exceptional pride in your work we look forward to meeting with you.

**Job Location:** 1122 Rosewarne Dr., Bracebridge, ON

#### **Responsibilities:**

- Preparing and review Manifests & Bills of Lading
- Administrative Shipping/Receiving Duties
- Managing inventories of hazardous and non-hazardous wastes
- Interacting with clients via phone & email
- Sorting, identification, processing and labeling of waste materials
- Assist with household hazardous waste collection events (various sites)
- Follow all health & safety requirements
- Some Saturdays required

#### **General Qualifications & Skills:**

- Excellent customer service and interpersonal skills
- Responsible, reliable and self-starter
- Organized & detail oriented
- Strong computer skills (Word & Excel)
- Environmentally conscious person





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At Brendar we are always looking for quality people to help develop and expand our operations. If you are an individual who takes pride in the work you do, we encourage you to email us at [office@brendar.com](mailto:office@brendar.com) or call us at 1-800-440-9744 ext.1

For further information and background on our company please refer to our website at [www.brendar.com](http://www.brendar.com)

