



Job Description for Operations Officer

ReCreate is a not-for-profit social enterprise involved in the collection of unused and unwanted materials from businesses. The Creative Reuse concept facilitates businesses to save on their disposal costs by diverting materials from landfill for use by schools and groups for creative purposes. Materials are available to ReCreate members for use in artistic, educational and creative projects/settings.

The Operations Officers role is to ensure that the day to day visitors to ReCreate feel welcomed and valued members of ReCreate and are inspired to become more curious and creative whilst also learning to care for the environment. This role will be based in North Cork (CastletownRoche)

Reporting to: Operations Supervisor

Responsibilities include:

Members:

- Create a welcoming space that inspires creativity & curiosity
- Advise members on potential of materials and how they can be used creatively
- Ensure members have signed up and membership records are current

Suppliers:

- Relationship building with new and existing suppliers to ensure constant supply of materials.
- Source new and interesting materials

Workshops:

- Manage workshop bookings
- Ensure high level of service for any workshops

Other duties as required

Experience/Skills:

- A minimum of 2 years' active experience working in an office.
- Customer focussed with excellent relationship management skills
- Strong problem-solving abilities
- Ability to multitask and prioritise
- Strong interest in creativity

This role is funded through Pobal – CSP under strand 3. Applications are particularly welcome from those identifying as: 'Travellers, people with disabilities, ex-prisoners and recovering drug mis-users'