



## Job Description for Supervisor ReCreate Munster

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.

**Reporting to:** Executive Director, the Supervisor will be responsible for the development and day to day management of ReCreate Munster based in North Cork (CastletownRoche)

**Direct Reports:** Operations Officer

### Responsibilities include:

#### Finance:

- Ensuring all invoices, P.O.'s, petty cash etc are submitted to Finance Officer for payment and accurate records are kept.

#### Suppliers:

- Relationship building with new and existing suppliers to ensure
- Source new and interesting materials

#### Warehouse:

- Management of warehouse ensuring health and safety standards are continuously observed and developed as required
- Supporting Warehouse Office to ensure stockflow is managed
- Management liaison with Tus

#### Members:

- Welcome members to ReCreate space and advise on how to maximise membership
- Work alongside Marketing manager to create offers, campaigns and social media posts
- Promote ReCreate to potential customers

#### 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
- Knowledge of social enterprises an advantage