

**JOB TITLE:** Operations Analyst

**EMPLOYER:** RI RESOURCE RECOVERY

**EFFECTIVE DATE:** 12/24/2020

**SUMMARY:** This position is responsible for applying advanced principles of operations analysis to analyze performance and productivity across all facets of solid waste and recycling operations.

**DUTIES AND RESPONSIBILITIES:**

- Prepares, analyzes, and interprets complex operational, financial, and market information and recommends improvement opportunities to local, middle, and senior management.
- Determines cost of operations by establishing standard costs, collecting operational data and developing performance targets.
- Designs and implements operational data collection requirements and processes.
- Monitors data collection process and identifies inconsistencies and areas for improvement.
- Designs and develops performance metrics dashboards and reports.
- Recommends actions by analyzing and interpreting data and makes comparative analyses, studying proposed changes in methods and materials.
- Participates, facilitates, and interprets for senior management operating results that include but are not limited to budget goals, cost reduction efforts, corporate initiatives and other identified opportunities for improvement.
- Contributes significantly to key project development, planning and implementation.
- Develops, manages and/or participates in action plans to facilitate the implementation and monitoring of operating directives.
- Directs, manages, and conducts special and ad hoc information requests. Reports results of findings.
- Facilitates communication and understanding between the field operations, finance functions and corporate Profit & Budget Analysis.
- Participates in conducting major bid and project reviews, including directing pro forma preparation and financial sensitivity analysis, as requested.
- Performs other related duties as assigned by management.

**SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

**QUALIFICATIONS:**

- Bachelor's Degree (BA) from four-year college or university
- Computer skills required: Accounting Software (Microsoft Dynamics Great Plains); Payroll Systems (ADP); Spreadsheet Software (Excel); (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint); and Publisher software.
- Other skills required:
  - Bachelor's Degree (accredited) in Accounting, Business Administration, Economics, or similar field of study.
  - Five plus years previous experience (in addition to education requirement).
  - Industrial Services, Fleet Maintenance, Construction Operations, Solid Waste or like kind industrial services experience a plus.
  - Strong verbal and written communication skills, ability to present to the area's senior leadership team.

- Strategic planning abilities.
- High proficiency in Microsoft Office applications.
- Advanced proficiency in Microsoft Excel (VLOOKUP; Pivot), MS SQL query development, SSAS, SSRS, and MS-Power BI.

**COMPETENCIES:**

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Occasionally required to stand.
- Occasionally required to walk.
- Occasionally required to sit.
- Occasionally required to utilize hand and finger dexterity.
- Occasionally exposed to wet and/or humid conditions (non-weather).
- Occasionally works around fumes, airborne particles, or toxic chemicals.
- Occasionally exposed to outside weather conditions.
- Occasionally exposed to extreme heat or cold (non-weather).
- Occasionally exposed to bloodborne and airborne pathogens or infectious materials.
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must occasionally lift and/or move up to 30 pounds.
- Additional remarks regarding work environment: office setting with frequent exposure to solid waste and recycling operational environments.
- Specialized equipment, machines, or vehicles used: N/A

We have a great compensation package including medical, dental, pension, 457, PTO, life and disability. Qualified Candidates only. Please send cover letter and resume to [humanresources@rirc.org](mailto:humanresources@rirc.org) by February 1, 2021. E/O/E