

## Logistics Officer

### About PCX

Plastic Credit Exchange is the world's first global non-profit plastic offset program. Founded in the Philippines, PCX partners with sustainability-conscious businesses around the world to responsibly offset their plastic footprint and reduce the flow of plastic pollution into our landfills and oceans.

PCX has built a broad and growing ecosystem of carefully vetted collaborators that recover, process and recycle plastic waste while continuously seeking out innovative, environmentally sound solutions for plastic waste reduction. PCX also supports environmental protection with programs that improve livelihoods and scale up social impact.

### About the Role

The Logistics Officer coordinates and executes the day-to-day on-the-ground activities relating to the recovery, transport, and processing of post-consumer plastic. This role will work closely with suppliers, haulers, communities, government partners, and institutions to ensure the efficient conduct of the activities. The Logistics Officer will cover activities in the Philippines and reports to the Operations Lead.

### Key Responsibilities

- Coordinate the schedule of deliveries and hauling with partner communities, contractors, and other stakeholders;
- Work closely with the Operations Lead, Sustainable Community Development Manager and Field Coordinators for the conduct of field activities;
- Supervise the conduct of field activities (e.g. hauling of plastics, delivery of container vans);
- Monitor the completion of activities and secure the necessary documentation (e.g. delivery receipts, truck scales, and field photos);
- Provide updates to the Operations Lead and other stakeholders on the conduct of the activities including the submission of necessary documents and photos;
- Expand the network of logistics partners by endorsing vetted contractors to the Operations Lead for approval;
- Conduct pre-activity site visits to ensure that the activities will run smoothly and on schedule;
- Conduct inspection of equipment and materials prior clearing for delivery or turnover;
- Provide documentation and stories from the field to the Strategic Communications Manager;



- Maintain good working relationships with government representatives (e.g. barangay captains, city councilors, etc.), institutional partners, and other stakeholders;
- Liaise with government and non-government agencies as necessary;
- Assist internal and external stakeholders in visiting partner sites of PCX;
- Assist in the conduct of internal and external audits; and
- Provide logistics support as necessary in the conduct of activities.

#### Competencies

- Preferably at least two (2) years of working in a logistics-related role.
- Experience in building partnerships and entrepreneurial.
- Excellent problem-solving skills and ability to respond immediate issues on the field.
- Excellent verbal and written communication skills.
- Excellent documentation skills (field photos and notes)
- Has strong organizational skills and work ethic;
- Must be open to flexible working hours (outside 8-5pm or weekends) as the need arises and
- Own transportation (e.g motorcycle) is a must.

For interested applicants, you may email your CV / resume to [careers@plasticcreditexchange.com](mailto:careers@plasticcreditexchange.com) or [mia@plasticcreditexchange.com](mailto:mia@plasticcreditexchange.com)