

Annex 7 - Vacancy raw materials broker (core tasks)

Core tasks (max. 5) with description

(In 3rd person singular)

(Structural and Comprehensive Only)

Core task 1: develops, implements and improves a circular and cost-efficient networking and matching process for the raw materials depot 40%

As an ambassador of the raw materials depot, he builds and maintains an internal and external network of relevant stakeholders, including project leaders, supervisors/enforcers, designers, contractors and other internal and external partners.

Through these networking activities, promotes the brand awareness of the raw materials depot and streamlined communication and collaboration with all stakeholders with the aim of reusing as many raw materials as possible.

From this front office role and a broad knowledge of the subject matter (knowledge of materials, market knowledge, process knowledge, logistical knowledge, legal knowledge), he contributes to the further development and innovation of the services of the raw materials depot

From the networking and matching process, co-develops inventory management and the digital marketplace to ensure transparent and efficient material transactions (Front office perspective)

Identifies bottlenecks and opportunities in the material flows and makes proposals for improving the processes and implementation frameworks within the raw materials depot; does this based on a broad understanding of material flows within the municipality and of the great diversity of implementation projects in public space.

Core task 2: Connects, directs and directs the supply of and demand for reusable raw materials within the municipality 40%

Selects materials at project locations that are suitable for storage and processing at the raw material depot

Connects raw materials that are released in the city and can be reused with new projects, so that reusable raw materials are used effectively; ensures that you have and maintain the total overview of this (helicopter view)

Advise on projects on the reuse of materials and the role that the raw materials depot can play in this

Coordinate with the inventory manager and work planner about the quality and timely availability and delivery of materials.

Core task 3 : Assesses the quality of the materials to be reused 20%

Assesses and selects materials at project sites to ensure that only high-quality materials are made available for reuse.

Makes the right balance between the interest of an individual project and the interest of the municipality to reuse more materials.

In collaboration with the stock manager and work planner, selects which materials are stored in the raw material depot and which are disposed of.

In consultation with the stock manager and work planner, he establishes specific agreements with the internal and external parties involved about the quantity, quality, packaging and transport of materials to be delivered or purchased.

After reuse, evaluates the implementation of the logistical agreements and the quality of the raw materials supplied to projects based on the work protocol drawn up for this purpose under the direction of the stock manager; makes proposals for improvement on that basis.