



681 Main Street
Waltham, MA 02451
fax 781 893-1036
email hr@recycline.com

Job Posting – Available Immediately

Full Time Customer Service Associate – Available Immediately

Full time, 40 hours per week.
Recycline, Inc. – Waltham, MA.

Job Description

Recycline, Inc is seeking a self-motivated and responsible individual to assist on a variety of projects for day-to-day business and sales support. The position will require that the individual perform the following duties:

- Subscription Program fulfillment – weekly mailings to our Preserve Subscription Customers
- Postage-Paid mailer sorting and packaging
- Assist with small business office management
- Support sales and marketing departments with a variety of projects
- Support business development efforts by satisfying sample and information requests

This position will provide the opportunity to work on a diversity of projects essential to the operation and success of a small company. It also provides a good “foot in the door” for an individual seeking to develop their skills to acquire a full-time position at a growing environmental consumer products company. Creativity, independence and accountability are appreciated and encouraged.

Qualifications

- Self-motivated and energetic individual with the desire to be exposed to challenges and excitement of a growing entrepreneurial company
- Excellent communication skills, both written and verbal.
- Familiarity with Microsoft Word and Excel
- Interested in a commitment of at least 6 months.

Company Description

Recycline is an environmental consumer products company. We develop products that stand on their performance and function while making environmental responsibility a priority. Our products include the Preserve® Toothbrush, the Preserve® Razor Recyclable, the Preserve® Jr Toothbrush and the Preserve™ Tongue Cleaner. We have recently released to market Preserve™ Tableware and Preserve™ Flavored Toothpicks. All of Recycline’s plastic products and packaging are made with recycled materials and are designed to be completely recyclable after use. Through our partnership with all-natural yogurt manufacturer Stonyfield Farm®, Recycline makes its product handles mostly from recycled Stonyfield Farm yogurt cups. Recycline’s Preserve brand products are available in approximately 2,000 natural products stores nationwide.

To Apply

Mail, email or fax resume **with cover letter** explaining why you are interested in this opportunity to:

Recycline, Inc.
Justin Parker
Ste. 3-37

681 Main St.
Waltham, MA 02451

Fax: (781) 893-1036
Email: jdp@recycline.com

Resumes without personalized cover letters will not be considered. No phone calls please.

Commute

Recycline is conveniently located in the center of Waltham, east of Route 128 on Route 20. Our offices are in a historic building on Waltham Common on the corner of Main St and Moody St. The Fitchburg line commuter rail stops across the Waltham Common from Recycline offices, about a one-minute walk. Also, there are several bus routes that stop at the Waltham Common.