

Vacancy: Account Executive

Department: Waste Services, King's Lynn

Summary:

We are currently seeking a driven, enthusiastic Account Executive to join our expanding Waste Services team. You will be joining one of the UK's largest outsourced waste management companies with plenty of opportunity for career progression, internally and externally.

Duties:

- You will be responsible for managing your own workload and handling enquiries from your account customers and other team members customers.
- You will need to resolve invoice queries and excess charges swiftly and efficiently.
- You will play a vital frontline role in managing the relationship between Network Waste and the customer, ensuring you act in a professional manner 100% of the time and ensuring you look after the commercial interests of both parties whilst always seeking opportunities to develop further business.
- You will report on your accounts to management monthly.

Skills and Experience:

- Experience of working within waste/construction sector would be advantageous.
- Experience of account management essential.
- Excellent communication skills and telephone manner.
- Pro-active, organised and logical approach to work.
- Desire to grow business relationships.
- Excellent organisational skills a must.
- Positive attitude and composed under pressure.
- Fully conversant with Microsoft Office.

Package: Attractive, dependent on experience

Contract Type: Permanent, full time

Application: To apply for this position, please submit your CV and covering letter (with salary expectations) to Nicole Harris preferably via email – recruitment@reconomy.com