

Vacancy: Administrator (Temporary)

Department: Accounts Department

Summary

Reconomy is the UK's market leader in outsourced waste management and recycling services. Our ability to optimise practical and efficient solutions onsite is a unique service offering that distinguishes us from our competitors. We put people first, whether they're our employees, shareholders, or customers. We are looking for individuals who share our people first philosophy and can help us continually innovate and grow through their insights, innovation and unique talents.

Due to internal promotion, we are currently recruiting for an Administrator to join our Accounts team. Our Accounts Team is responsible for organising the financial and accounting affairs including the preparation and presentation of appropriate accounts and the provision of financial information for managers. Our diverse and versatile business demands the talents and creativity of individuals with a wide range of skills and experience.

Duties

Reporting to the Purchase Ledger Team Leader, the Administrator will be tasked with the reconciliation of pre-determined purchase invoices against contracted movements on our bespoke system. Day to day duties will include:

- Ensure supplier invoices are received by the deadline given
 - To ensure proof of deliveries are scanned to relevant movements on Chorus
 - To request any missing documentation from the service provider
 - Ensure service providers are notified of queries held on invoices within agreed timescales
 - Investigate query causes and responses and seek satisfactory resolution
 - To follow procedure to ensure costs are recovered
 - To achieve targets set throughout the month by deadlines given
 - Maintain historical record by ensuring Approved Service Provider invoices are filed accordingly
- To ensure good relationships are made and kept with service providers

Skills and Experience

- Knowledge of the waste industry desirable
- Excellent telephone manner
- Be a natural problem solver
- A flexible approach to work to meet the needs of the business
- Administration experience
- Some exposure to accounts (purchase ledger, invoicing)
- Fully conversant with Microsoft Office
- Educated to at least GCSE (or equivalent)

Salary: Attractive, dependent on experience

Contract Type: Temporary or Permanent, full time

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