

## Vacancy: Business Internship

**Departments:** Finance, Customer Service, Technical and EA&U

**Closing date:** 28th April

### Summary:

Are you looking for an opportunity to kick start your career within a well-established Company? Yes? Then look no further... we have opportunities for students and recent graduates to join our team!!

Our Internship programme, aimed at school leavers, college leavers and graduates, will allow you to work across a range of departments gaining valuable experience in general business, finance, customer service and sales. This will give you an opportunity to gain knowledge and experience in different business functions within a company to help you plan your career.

### About us:

Reconomy is the UK's market leader in outsourced waste management and recycling services. With ambitious and exciting future plans it's Reconomy's people who drive the company forward and we are always on the lookout for new members to join our team.

### Desired skills:

- Confidence to build on customer service and telephone ability
- Accuracy with numbers and written communication
- Tidy, organised and a proactive approach to workload
- Good at problem solving
- Great sense of humour!
- Enthusiastic and positive attitude

### Duties:

- To record, update and maintain customer data and interaction on the Company's CRM system
- Coordinate supplier invoices and delivery information with service providers in accounts reconciliation
- Provide admin support to the Credit Control team
- Establish working relationships with customers to provide excellent customer service

### What support will I receive?

You will work to a structured development programme which will enable you to achieve your aims and objectives, with help and support from departmental managers. Throughout your Internship your development plan will help ensure that you get the most out of your time with us by building on your existing knowledge and skills while pushing your abilities further and taking on more responsibility. By experience different departments and roles and having the chance to get a good feel for the different positions we hope to help you find an area you would like to work in.

**Contract:** Summer placement with the possibility of permanent employment/an extended contract

**Salary:** Minimum wage

**Application:** To apply for this position, please submit your CV and covering letter to Nicole Harris via email – [recruitment@reconomy.com](mailto:recruitment@reconomy.com)

**Location:** Stafford Park 1, Kelsall House Stafford Court, Telford TF3 3BD, onsite parking and good public transport access by train and bus.