



Operations Administrator

We're not looking for someone who is just pleasant on the phone, we are looking for someone who wants to make things simple for their customers.

As Operations Administrator you will be proactively problem solving, negotiating solutions with suppliers and ensuring that the right documentation is in the right place at the right time, making waste and recycling easy for your customers.

Customer service experience would be beneficial in this role, whether this should be face to face or over the phone, we are looking for someone who knows how to manage customers' expectations and requirements. A strong administration background would also be ideal as it is vital that the service we provide is efficient, compliant and accurate.

You will go through an extensive training period to get you up to speed with our company, computer systems and our products and services. You will be joining a team of 10 Operations Administrators so there is always support if need be.

This could be a great opportunity for someone who wants to be part of a busy, friendly team and there could be development in the future either in this team or within another department such as Compliance or Sales Support.

- Permanent, full time
- Hours 8am to 5pm (Monday to Friday) with a one-hour lunch break
- 20 days holiday per year (plus bank holidays). This increases by one day for each full year of service up to 25 days
- Pension and life assurance benefits after 3m probation period
- Car parking available