

Vacancy: Portal Administrator

Who Are Reconomy?

Shropshire's 2017 Company of the Year are looking to recruit a Portal Administrator. Reporting to the Operations Supervisor, this position will be responsible for keeping the portal updated, running data management reports and ensuring we meet Service Level Agreements. This would be a great opportunity for someone looking to kick start their career in Operations.

Duties

- Monitoring of the supplier records screen in portal.
- Running and analysing various reports.
- Ensuring departmental SLA's are met.
- Liaising with transport via phone and email.
- Responsible for updating the portal with weight information.
- Assessing the validity of the data presented prior to acceptance.
- First line support for suppliers with portal queries.

Ideal Person

Key behaviours and skills for success at Reconomy:

- Hungry for success, should that be developing your career or the success of your team.
- Teamwork, always helping colleagues whether they are sat next to you or in another department.
- Customer centric, strive for continually great customer service, internally and externally.
- Results focused, through satisfied customers or achieving KPI's.
- Organised and a proactive approach to a workload.
- Enjoy finding solutions to problems and queries.
- GCSE C grade Maths and English or equivalent.

We offer a competitive salary, life assurance, 3% matched pension, annual leave increased with length of service and time off for volunteering. To see our volunteering in action please click the following link <https://www.youtube.com/watch?v=dl3JfAaLZvA>

Most importantly if you would relish the chance to be a part of an ambitious, growing company that holds a summer party for employees, their friends and family each year and does their bit for the environment then this is the opportunity for you!

Contract Type: Permanent, full time - possible Apprenticeship opportunity.

Application: Please submit your CV and covering letter to the Head Office Recruitment Team preferably via email – recruitment@reconomy.com

