

Vacancy: Support Services Executive

Summary

The Support Services Team source suppliers and negotiate rates for specialist waste streams and alternative site services. We have an exciting opportunity for driven individuals who would like to become a specialist within the company to join the team.

Working alongside a Senior Support Services Executive you will take responsibility for the provision of services within a geographical area, building relationships with your suppliers and colleagues to ensure products and services are procured accurately, at competitive market rates and client satisfaction is maximised.

Duties

- Procure waste management solutions and site services, securing several quotes to ensure we buy competitively.
- Ensure that all suppliers conform to industry standards and services are delivered within SLA's.
- Resolve queries on invoices or service issues by collaborating with other departments.
- Assist in tender compilation, working with the sales teams to provide suitable options which protect margin and provide client satisfaction.
- Establish effective working relationships with internal and external contacts.
- Ensure that movements are booked in accordance with Company procedure.
- To record, update and maintain customer data and customer interaction on the Company's system.

Skills and Experience

- Excellent communication skills and telephone manner.
- Fully conversant with Microsoft Office.
- GCSE C grade or equivalent Maths and English.
- Good attention to detail.
- Experience of sourcing and managing suppliers would be advantageous.
- Knowledge of waste streams and pricing would be advantageous.

Salary: Competitive

Contract Type: Permanent, full time

Contact: To apply for this position, please submit your CV and covering letter to the Head Office Recruitment Team preferable via email – recruitment@reconomy.com

