

JOB VACANCY - ADMINISTRATOR

Job purpose: To provide administrative support for a number of collection and recycling schemes, including organisation of transport and events.

Location: Bramhall

Contracted hours: 37.5 hours per week, 09:00 - 17:00 (Occasional other working hours to support the needs of the business)

Principle duties:

- Arranging transport and logistics for collections including liaising with external stakeholders
- Dispatching collection bags to customers
- Recording and maintaining accurate records and documents for the collection projects
- Dealing with enquiries
- Answering phone calls
- Taking credit card payments
- Maintaining and developing good relationships with customers

Scope of Job:

- To interface with suppliers, customers, external contacts and internal Axion staff

Required Qualifications / Experience / Competencies:

- GCSEs grades C+ including Maths and English or equivalent – a GCSE in ICT or Business Studies would be beneficial
- Working knowledge of Microsoft Office in particular Word & Excel (Sage experience ideal but not essential)
- Driving license
- Previous experience in logistics beneficial but not essential
- Positive, can-do attitude and self-motivated
- Well organised and works well under pressure
- Willing to learn and open to change
- Problem solving and analysis skills
- Good oral and written communication
- Excellent interpersonal skills

Applications:

Please email your covering letter and CV to jobs@axionrecycling.com or hand your covering letter and CV to Carla Eslava, Collections Schemes Manager.

Alternatively please post your covering letter and CV to:

Jane Bennett, Axion Recycling Limited, Unit 2 Tudor House, Meadway, Bramhall, Stockport SK7 2DG

Closing date: Friday 11th August 2017