

JOB VACANCY - PROJECT CO-ORDINATOR (MATERNITY COVER - 12 MONTHS)

Job purpose:

- Manage and support the delivery of the Recofloor vinyl flooring collection and recycling scheme;
- Ensure the smooth running of the scheme including managing logistics and the administration of the scheme; and
- Ensure the delivery of marketing activities and events across the UK.

Location: Bramhall, Stockport

Working hours: 20 hours per week

Job scope:

- Interfacing with suppliers, external contacts and internal Axion staff; and
- Managing the Collections Events & Marketing Officer and the Recofloor Project Administrator.

Principal Duties and Accountabilities:

- Managing and co-ordinating the Recofloor collection scheme alongside the existing Recofloor Project Administrator and the Collections Events & Marketing Officer;
- Producing quality monthly reports, and presentations for clients;
- Liaising and managing relationships with collection scheme clients;
- Ensuring that accurate and comprehensive records and documents are maintained;
- Working with the Collections Events & Marketing Officer to ensure the smooth organisation and delivery of collection scheme events;
- Ensuring collections are carried out by the Project Administrator and leading in solving any contractor or logistical issues;
- Ensuring actions arising from marketing and project meetings are carried out efficiently;
- Representing the collection schemes externally at meetings, events and site visits; and
- Any other reasonable tasks.

Required qualifications/experience/competencies:

- Practical and proactive individual with 5 years plus experience of administration and management;
- Excellent customer service skills;
- Excellent time and task management skills;
- Good experience of Microsoft Office, particularly the use of Word, Excel and PowerPoint;
- Positive, can-do attitude and self-motivated;
- Well organised and work well under pressure;
- Excellent oral and written communication;
- Excellent interpersonal skills;
- Full clean driving licence essential; and
- GCSE Grade 4/Grade C or equivalent in English and Maths.

Applications:

Please email your covering letter and CV to jobs@axionrecycling.com

Alternatively please post your covering letter and CV to:

Emma Barton, Axion Recycling Limited, Unit 2 Tudor House, Meadway, Bramhall, Stockport SK7 2DG

Posted: Wednesday 15th August 2018

No agencies please