

JOB VACANCY - PROJECT CONSULTANT

Job purpose & scope:

- To support and deliver consultancy projects across all of Axion's services, interfacing with customers, external contacts and internal Axion staff.

Location: Manchester **Working hours:** 37.5 hours per week

Reporting to: Head of Circular Economy **Salary:** £22,000 to £28,000 per annum, depending on experience

Principal Duties and Accountabilities:

Project management and delivery:

- Deliver a range of consultancy projects including:
 - Desk based research, including conducting telephone interviews;
 - Data collection and analysis; and
 - Industry based collection schemes;
- Produce high quality reports, communication materials and presentations for clients;
- Problem solving to develop new solutions and ensure delivery of projects to customer satisfaction;
- Assist and lead the preparation of proposals and tenders;
- Maintain accurate and comprehensive records and documents for projects;
- Maintain relationships with consultancy clients, project partners and stakeholders;
- Ensure work is delivered on time and to Axion standards and values; and
- Keep abreast of the relevant technologies and developments within the recycling sector.

Business development

- Maintain the Axion brand through positive interactions with consultancy clients, project partners, and other contacts;
- Identify follow on work opportunities with existing clients; and
- Represent Axion externally by attending meetings, events, site visits.
- Any other reasonable tasks

Required qualifications/experience/competencies:

- Graduate with a preference towards a technical or scientific degree. Examples of suitable degrees include but are not limited to chemistry, material science, geography, physics, maths, environmental science. Graduates from other disciplines will also be considered providing other criteria is met. Up to 2 years graduate experience, either in a consultancy role or a role focused on project delivery. Strong candidates without experience will also be considered.
- Ability to interact with clients in a professional and friendly manner.
- Ability to understand new technical concepts outside of core knowledge areas and to learn on the job.
- Interest in sustainability, resource management and materials.
- Confident phone manner.
- Good experience of Microsoft Office, particularly the use of Word and Excel.
- Positive, can-do attitude and self-motivated.
- Well organised and work well under pressure.
- Excellent oral and written communication
- Problem solving and analysis skills
- Excellent interpersonal skills

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: Friday 8th February 2019

No agencies please