



Operations Coordinator

North West

£-attractive

I am working with one of the UK's leading innovative international waste management and industrial services business. They specialise in hazardous waste, alternative fuels, commodities and industrial services; serving a wide range of sectors. They are now looking to recruit an Operation's Coordinator to support their continued growth and provide a high level of customer service. Based in the North West you will be responsible for; Monitoring, managing, and communicating customer feedback; Liaising with the sales and wider business to improve customer experience; Answer customer queries relating to products and services; Managing the export of waste shipments across our pan-European network; Resolving customer complaints ; Issuing the documentation for all waste movements; Providing a high level of customer service; Responding to operational queries via phone and email to meet KPI's; Booking loads in accordance with schedules and forecasts; Performing general administration duties to support all waste movements and operations ; Communicating & coordinating with customers, suppliers and agents ; Problem-solving & critical thinking to optimise service delivery and maximise margins; Raising import and export clearance documentation; Raising sales invoices and purchases orders. The ideal candidate will have: Strong communication and organisational skills; Customs clearance experience post-Brexit; Strong commercial awareness; Ability to multitask and prioritise workload; Experience in a customer service role within the waste or chemical industry; Dangerous goods awareness by road and sea; Experience using Microsoft Office Software.

For full details, please email a copy of your CV to
Rebecca@candovergreen.com quoting job ref: RB2492

