



Account Administrator

East Midlands

£-attractive

We are working with a world leading recycling company who, due to expansion of their team in the East Midlands have the requirement for an Account Administrator to support the existing account co-ordination and account management teams with their administration of waste management services. The main duties of this role will be, but not limited too; being the first point of contact in order to fulfil service requirements; processing enquires and information requests; working with the Business Development Manager (Waste) and the Commercial teams support services; purchasing and billing of waste management services; liaise with suppliers, customers, commercial, functional and operational colleagues to ensure KPI's and SLAs are met; generate relevant reports and maintain records of transactions and WIP. In order to be considered you will have; Excellent communication skills; Be a creative thinker and problem solver; Team player; Ability to plan, organise and prioritise workload; Excellent working knowledge of Microsoft office, particularly Excel; Excellent numerical skills are essential to reconcile data efficiently and accurately; Previous experience within a customer service / administration role is essential; A passion to deliver exceptional client service is a must; Previous experience of working in a busy office environment; Be able to demonstrate the ability to multi-task and be proactive and assertive when chasing information.

For full details, please email a copy of your CV to Rebecca@candovergreen.com quoting job ref: RB2493

