



Subcontractor Administration Assistant
North West **£20,000**

We are working with a leading waste resource business that has an exciting opportunity available for a Subcontractor Assistant to join their winning Commercial team based in Manchester. Reporting directly to the Logistics and Sub Contracting Manager, your role will be within my clients sub-contractor management team ensuring the business obtains quality products and services, including the purchase of materials for resale (i.e. cardboard, paper, plastics) for competitive prices in a timely fashion. You will play an integral role in ensuring they operate profitably and compliantly, including administering the day to day compliance records for subcontractors and in line with the standards of the businesses Purchasing Policy. Key responsibilities will include but not limited to: Administration of the day to day compliance records for Sub Contractors; Assist the Logistics and Sub contracting Manager in all audit processes; Process requests for Sub Contracted services, acting as the internal interface for Sub Contractors; Draft, issue, obtain and record Supply agreements; Provide administrative support to Tenders; Act as the office interface between the business and Suppliers. Essential Skills: Maths & English GCSE or equivalent; Working knowledge and experience of the Waste Management, Recycling and Resource Recovery industry; Advanced Micro soft office skills, Prisma skill desirable.

For full details, please email a copy of your CV to
Rebecca@candovergreen.com quoting job ref: RB2495

