



**North West**

**Trading Sales Administrator**

**£-attractive**

---

I am working with one of the largest European recycling companies who now have an exciting opportunity to join their growing Trading Team based in the North West. You will manage the administration of purchase and sales of commodities from depots and third parties and support the Trading Management Team. Your main responsibilities will be but not limited to; Deliver end to end customer service on all administration functions for both existing and new client accounts and be the first point of call for customer disputes; Administration support for Trading Team personnel; Maintain and use internal sales and purchasing system; Process and monitor claims and rejections; Monitoring collections/paperwork and ensure full compliance; Any other duties as required by Trading Manager. In order to be considered for the role you will have a GCSE in Mathematics and English or equivalent; precise attention to detail; Strong IT skills - Micro soft office; Experience working within the Waste industry/Recycling sector; Excellent communication skills with focused customer service ability and skill; Can do attitude and an abundance of energy and willingness to learn; Team player and excellent communication skills.

---

**For full details, please email a copy of your CV to [rebecca@Candovergreen.com](mailto:rebecca@Candovergreen.com) quoting job ref: RB2607**

Candover  
Green