



## Disposal Team Co-ordinator (FTC) (Swindon)

**Hills Waste Solutions is seeking a disposal team co-ordinator to join the team on a fixed term contract (maternity cover) at County Park Business Park, Swindon.**

The main purpose of this role is to provide an administrative support function to the waste disposal operations team, including account management and co-ordinating the sale of compost.

Responsibilities of the position will include maintaining an effective system for receiving incoming telephone calls and emails associated with sales enquires and assisting the Waste Solutions consultants in raising sales quotations and agreements.

Key tasks include:

- Maintaining an up to date database for all quotations and agreements
- Providing compost quotes and taking orders; processing deliveries and cash sale payments where applicable
- Administering the hazardous waste consignment notes, ensuring producer returns are completed as and when required
- Communicating customer account and contract details to waste disposal operational staff to facilitate waste tipping and product delivery operations
- Compiling quarterly waste returns, including hazardous waste and submitting to the Environment Agency.
- Maintaining contractor/supplier information on internal databases (Entropy).

Candidates must be able to demonstrate previous experience in a relevant position and be competent in the use of Microsoft Word and Excel. Applicants should have excellent communication and customer service skills; both face to face and over the telephone. You must be highly organised, with the ability to multitask and be an effective team player.

Fixed term contract, maternity cover – 9 months.

**Please email your CV to [join@hills-group.co.uk](mailto:join@hills-group.co.uk) quoting the vacancy reference HGL1200.**

*The Hills Group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.*

[www.hills-group.co.uk](http://www.hills-group.co.uk)