



Disposal Team Co-ordinator Swindon

Hills Waste Solutions is seeking a Disposal Team Co-ordinator to join the team based at our County Park Business Centre, 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 and email enquiries associated with sales enquires and assisting the Waste Solutions Consultants in raising sales quotations and agreements.

Key tasks include:

- Maintain an up to date database for all quotations and agreements.
- To provide compost quotes and take orders; processing deliveries and cash sale payments where applicable.
- To administer hazardous waste consignment notes, ensuring producer returns are completed as and when required.
- Communicate customer account and contract details to Waste Disposal operational staff, to facilitate waste tipping and product delivery operations.
- To compile quarterly waste returns, including hazardous waste returns and submit to the Environment Agency.
- To maintain contractor/supplier information on internal databases (Entropy).
- To provide support in producing monthly reports for key accounts.

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.

Please email your CV to join@hills-group.co.uk or contact Hills on 01793 781199 for an application pack quoting the relevant Vacancy Reference HGL1375.

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