



Administrator Bristol

Hills Waste Solutions is looking to recruit an experienced Administrator to join the team at our Bristol site.

The main responsibilities will be to provide administration duties to assist in the delivery of our commercial waste collection across Bristol and the surrounding areas.

About the role

- maintenance and updating of required information including sales, databases, records, returns and statistics relating to the waste management division
- ensuring that all records are completed accurately and within deadlines.
- maintenance of manual and electronic systems
- dealing with telephone enquiries and sales orders
- processing sales orders and sales documentation in an efficient and timely manner, ensuring deadlines and compliance are met.

About you

- previous administration experience
- proficient in the use of Microsoft packages
- excellent communication interpersonal skills and written skills
- customer focused and excellent telephone manner.

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 HGL1395.

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