

Job Role: Operations Administrator

Location: Kidderminster

Job Type: Full time



Who We Are

GRG Waste UK is a waste to resource management company, the parent company Guernsey Recycling Group is headquartered in Guernsey in the Channel Islands. GRG is a growing and currently owns 9 companies employing over 200 staff in Guernsey, Jersey, UK and the Cayman Islands. In the UK, GRG has become a market leader for hazardous and liquid waste and is driven by the principles of sustainability; over 80% of waste received is either recycled or recovered. GRG Waste UK is made up of 5 companies BKP Waste & Recycling, Greenway Environmental, Novum Waste Recycling, Chloros Environmental, and Diverse Waste Solutions, that work in unison to offer a wide range of services.

Chloros Environmental was established in 2009 and has become one of Britain's fastest growing hazardous waste management and waste recycling companies with nationwide coverage in England, Wales, and Scotland. Our team of Chemists, Technical Specialists, Administrators and Sales professionals provide an exceptional service to our customers and endeavour to deliver ethical and sustainable waste management services with a strong emphasis on diverting waste away from landfill and towards recycling routes. At Chloros Environmental we treat our employees, customers, their waste and the environment, with care.

What We Are Looking For

Chloros are looking for a full time Operations Administrator to join the team on site in Kidderminster who will be responsible for the administrative functions of the Operations Team, ensuring that the department is supported to enable its efficient and effective operation.

Main duties and responsibilities

- Answering and directing telephone calls.
- Data entry into the Stock sheet.
- Answering the weighbridge and reporting weights to Operations Team as required.
- Requesting Purchase Orders and assisting with invoice queries.
- Liaising with suppliers for bookings.
- Generating stock lists for potential outgoing loads.
- General office functions including scanning and filing.

- Generating paperwork for outgoing loads
- Provide Holiday cover for other administration functions across the business.
- Assist on site stock inventory, to ensure an accurate stock liability.

About the job

37.5 hours per week

21 days holiday rising by 1 day each completed calendar year to a maximum of 25 days

Job Types: Full-time, Permanent

Pay: From £25,000.00 per year

About you

QUALIFICATIONS REQUIRED

Essential: Educated to GCSE level,

Desired: Administrative qualification desired but not essential

EXPERIENCE REQUIRED

Essential: General administrative experience, experience of Microsoft Apps such as Word, Excel and Outlook.

Desired: Customer service experience including telephone and by e-mail.

SKILL OR APTITUDE REQUIRED

Essential: Able to work under own initiative with a flexible approach. Strong attention to detail. Excellent teamworking skills. Ability to multi-task and prioritise, excellent organisational skills.

What We Can Offer You

- Health & wellbeing programme
- Private dental insurance
- Private medical insurance
- Company pension
- Free on-site parking

To apply, send your CV to: suzanne.conway@chloros.co.uk