

**Job Role:** Trainee Technical Assessor / Admin Support



**Location:** Crewe, Cheshire

**Job Type:** Full time, Hybrid

### **Who We Are**

GRG provides infrastructure and services for all forms of solid, hazardous, liquid, and inert waste in large and small economies, be they from public or commercial sources, with the aim of diverting waste from landfill and maximising the sustainability credentials of all waste streams it receives. Today, the GRG group employs over 200 people and operates in Guernsey, Jersey, the Cayman Islands and the UK, and has become a UK market leader for hazardous and specialist waste. All operating companies in the UK are owned by GRG Waste UK, a subsidiary of the parent company GRG, and is made up of 4 companies, including BKP Waste & Recycling, Greenway Environmental, Chloros Environmental, and Novum Waste Recycling, that work in unison to offer a wide range of services.

Novum Waste Recycling are a small close-knit team with expertise in maximising the recycling and recovery of difficult hazardous wastes. With limited options for the disposal of specialist streams in the UK, Novum's industry experience means we have established relationships with a diverse network of offtake partners across Europe. Our unique waste services provide sustainable solutions that accommodate even the most problematic jobs, that may be out of the ordinary in terms of size, waste stream, or time restraints.

### **What we are looking for**

We are currently seeking a Trainee Technical Assessor to work alongside our technical team to provide admin support, while receiving full training to grow your understanding of Transfrontier Shipment of Waste (TFS) and everything involved in the process. Our Head Office is based in Crewe, Cheshire, but this is a hybrid-working role, allowing you to divide your work time between the office and home.

### **Main duties and responsibilities include, but are not limited to:**

- Receiving on the job training, working closely with the technical assessors to grow your understanding of TFS and everything involved.
- Providing support to the technical team for TFS. This includes, but is not limited to, liaising with customers and the technical team.
- Learning to set up TFS applications and the detail required.

- Understanding the different routes and the waste criteria for each.
- Monitoring the bookings calendar.
- Technical assessing movement documents when received from Technical and sending over to transport, Environmental Agency, and offtake.
- Recording recovery documents that have been received and sending out to our customers.
- General day-to-day administration duties as applicable.

Full training will be given. Responsibilities may increase as experience grows.

### **About you**

- Good attention to detail
- Good working knowledge of using Excel
- Chemistry background preferred, but not essential
- Knowledge of IWS preferred, but not essential

### **What we can offer you**

- £24,000 salary
- Hybrid working
- Private medical insurance
- Private dental insurance
- Health & wellbeing programme
- Company pension
- Free on-site parking

To apply, send your CV and a short description of why you think you would be the perfect candidate for the role to: [jess@novumwasterecycling.com](mailto:jess@novumwasterecycling.com)