

Administrator

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Company: FCC Environment

Location: Millerhill

Category: management

Are you looking for the right role for you? Then look no further...

Administrator

Salary – From £21,611 up to £25,425 per annum (plus benefits)

Hours – 40 hours per week, Monday to Friday 8.00am to 5.00pm

Location Postcode – EH22 1SX

You will provide administrative and secretarial support to the Operations Manager and Maintenance Manager.

This vacancy is for a full-time position, working 5 days per week. However, we will consider requests for job shares to suit your lifestyle (working full days).

Our promise to you

- Competitive salary
- 25 days' annual leave (full-time working) plus Bank Holidays
- Pension scheme
- Life insurance
- Discretionary bonus scheme

- On the job training and progression
- Recognition scheme
- Refer a friend
- Flexible benefits including high street savings, cycle to work scheme and Gymflex membership, holiday purchase and many more
- Access to an Employee Assistance Programme and the Best Doctors Service via our Wellbeing Platform

What will you be doing?

- Support the Operations Manager and Maintenance Manager to achieve business objectives, including data for any reports.
- Ensure all FCC policies and procedures are maintained (IMS and SFS).
- Complete SEPA Permit Waste Returns and Hazardous Waste Returns.
- Provide customer liaison for queries, problems, complaints, and financial matters.
- Co-ordinate and consolidate weekly and monthly reporting.
- Co-ordinate meetings, set-up meeting rooms and manage refreshments.

What are we looking for?

- Experience of working as part of an operational team.
- Experience of running the administrative aspects of a busy, multi-functional office and team.
- Experience in the Waste Management Industry.
- Experience of working with Local Authority and/or major Institution customers.
- Knowledge of SEPA Duty of Care requirements.

About Us

We are FCC Environment, one of the nation's leading waste and resource management companies. Committed to sustainability, we strive to minimise the amount of waste that ends up in landfill by transforming it into valuable resources wherever possible. We operate over 200 facilities in England, Scotland and Wales and employ around 2,400 people.

The profile of the UK's recycling and waste management industry has never been higher. We need people who are up for the challenge to help us tackle climate change. We need people with ideas. We need you. Together, we will meet the UK's waste management and energy recovery needs.

FCC Environment are equal opportunities employers, we value diversity, and we are strongly committed to providing equal employment opportunities for all employees and all applicants for employment.

How to apply

So, if you want to kickstart your career as an Administrator, please apply via the button shown. This vacancy is being advertised by Webrecruit; the services are those of an Employment Agency.

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