

## Administrator (Procurement / Accounts)

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Company: Ernest Gordon Recruitment Limited

Location: Cheshunt

Category: management

Administrator (Procurement / Accounts)

Cheshunt

£23,000-£25,000 + Days-based + Monday-Friday + Training + Progression + Company Benefits

Are you an Administrator or similar from a Procurement / Finance / Accounts background looking for a stable and days-based, permanent role within a well-established Waste & Recycling company who are known for looking after their staff and offer a good work life balance and a range of progression opportunities across the group?

This market leading Waste & Recycling Equipment distributor have continually grown since their establishment in 1993. They have a loyal client base and work with a range of international suppliers, due to an ever increasing workload they are looking for a new Administrator to join their friendly team.

In this varied role you will be working within the tight-knit procurement team of 4 as you undertake a range of office and support functions, including supporting the head of procurement and liaising with other departments. You will deal with customer enquiries and queries through emails and calls in addition to actively seeking out opportunities for new

supply chain agreements and furthering relationships with suppliers.

This stable role would suit an Administrator or similar with experience in Procurement / Finance / Accounts looking for a long-term permanent role within a well-established Waste and Recycling company who offer ongoing opportunities for training and development.

The Role:

- \* Deal with email enquiries and queries
- \* Support head of procurement to ensure department functions as expected
- \* Deal with rebates and payments
- \* Find new supply chain improvements /opportunities
- \* Office based Monday-Friday role- 37.5 hour week
- \* Work within a tight-knit team of 4

The Person:

- \* Administrator or similar
- \* Procurement / Accounts / Finance background
- \* Commutable to Cheshunt

Procurement Administrator, Admin, Office, Invoice, Queries, Conformations, Emails, Computer, Waste Management, Equipment, Recycling, Machinery, Environmental, Engineering, London, North, Enfield, Cheshunt

Reference number: BBBH12768

If you are interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

We are an equal opportunities employer and welcome applications from all suitable candidates. The salary advertised is a guideline for this position. The offered remuneration will be dependent on the extent of your experience, qualifications, and skill set.

Ernest Gordon Recruitment Limited acts as an employment agency for permanent recruitment

and employment business for the supply of temporary workers. By applying for this job, you accept the T&C's, Privacy Policy and Disclaimers which can be found at our website.

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