

Contracts Co-Ordinator

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Company: Cpl

Location: Berkshire

Category: business-and-financial-operations

Contracts Co-Ordinator

Do you possess outstanding communication and organisational skills?

Are you ready for your next challenge?

Our client is a leading processor and recycler of Waste Electrical and Electronic Equipment in the UK and is looking to expand our team and recruit an experienced **Contracts Co-Ordinator** to join their Contracts team.

Skills/Experience required.

MS Office Suite: Primarily Excel, Word, and Outlook GCSE Math and English minimum

Minimum of 2 years of customer service experience in a fast-paced environment

Main Duties:

Assist with a portfolio of high-profile clients.

Work closely alongside the Contract Managers

Ensure costings are completed prior to final invoicing

Booking 3'd Party Transport ensuring all paperwork is correct.

Communication with our customers via telephone and email

Monthly reporting

General administration of the Contracts Department

Personal Attributes:

Great Communicator

First Class Organisational Skills

Multi-tasking in a fast-paced office environment

Positive can-do attitude

Flexible approach

£24, - £27, p/a (depending on experience)

Full Time — 08:00— 17:00 Monday to Friday (42.5 hours per week)

No weekends

No Shift Work

Friendly and supportive team to work with

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