

Job Description

Name:

Job Title: Waste Sales Coordinator

Reports To: Managing Director

General Outline of Job:

To ensure the compliant delivery of service in line with customer and business requirements

Key Responsibilities and Authority:

- **To assist with Inbound Calls, Dealing with New & Existing Business Enquiries**
- **Liaising with customers/suppliers and maintaining good relationships**
- **Prepare and Maintain Waste Contracts,**
- **Maintain Enquiry/Job Sheet/Contract Spreadsheets**
- **Inputting and preparing Monthly Invoice's**
- **Providing accurate work instructions**
- **Preparing Hazardous Waste Paperwork and Labels**
- **Coordinate Jobs, working with suppliers, see jobs from start to completion**
- **Co-ordinating Third Party Service and Disposal Providers**
- **Marketing and Mailshots**
- **Preparing Quotations/Following up Quotations and Jobs**
- **Customer Care Calls and Retention**
- **Preparing Monthly Reports (Management and Customer Waste Reports)**
- **Assist with preparing Annual Waste Transfer Notes**
- **Help maintain and develop IMS**
- **To work to OSW IMS Policy and Procedures (QHSE)**

Person Specification: Key Competencies, Skills, Experience and/or Training Requirements:

- **Aware of OSW IMS Policy and Procedures (QHSE)**
- **Have a working knowledge of Waste Management Legislation (on job training)**
- **Be Familiar with MS Office Applications (Excel/Word and Outlook)**
- **Use of PPE**

Issued by:

Job Holder's Signature:

Date:

Date: