



Advert

Reference	CRL152
Job title	Transport Administrator – Trade Waste
Location	Ridham
Salary	Circa £23,500 per annum, depending on experience
Hours	Full time, 42.5 hours per week, Monday to Friday.
Advert Text	<p>Countrystyle is seeking to recruit a highly professional and positive individual to join our Trade Waste Team as a Transport Administrator at our Ridham site. We are looking for a highly motivated individual who works well under pressure with the drive and commitment to ensure quality and high standards are achieved.</p> <p>You will assist the department with effective, accurate and timely administration of the Trade Waste transport function. This includes the daily completion of an effective, profitable and compliant transport plan and the processing of all relevant paperwork and system maintenance.</p> <p>You must have strong organisational and communication skills with the ability to work under pressure and use your own initiative in this very busy and challenging environment. You should be enthusiastic, confident, have high attention to detail and excellent customer service skills.</p> <p>The successful candidate will have a good working knowledge of Microsoft Office and other IT systems. Knowledge of AMCS would be an advantage however is not essential as full training will be given.</p> <p>Countrystyle Recycling is a dynamic, family-run Waste Management and Recycling Company. We collect, handle, process, dispose and recycle almost all forms of waste. Our main facility, at Ridham in Sittingbourne, Kent, provides specialist services for the recycling of plasterboard, wood, mixed dry recyclables and the manufacture of RDF (Refuse Derived Fuel).</p>
Additional Information	For further details, please see the Job Description .
Closing Date	15th August 2022 (We reserve the right to close the vacancy once we have received sufficient applications, so we advise you to submit your application as early as possible to prevent disappointment).
How to apply	<p>If you feel you are the person we are looking for, please forward your CV to: hr@countrystylegroup.com, quoting the reference number.</p> <p>If no response is received within 2 weeks of the closing date, please assume your application has been unsuccessful.</p> <p>Countrystyle is an equal opportunities employer.</p> <p>Strictly no agencies. Previous applicants need not apply.</p>