

**Job Title:** Chemistry graduate - Hazardous Waste Division  
**Location:** Cardiff  
**Salary:** £18,000 - £25,000, depending on experience  
**Hours:** Monday – Friday, 8 hours per day between the hours of 7:00am – 6:00pm.  
**Reporting to:** Senior Site Chemist

### The company:

Forward Waste Management is a well-established, dynamic company providing innovative and value-added waste management services, primarily focused towards the manufacturing sector.

We deliver distinct innovation and environmental improvement for our customers by applying the recognized waste hierarchy of minimization, reuse, recycling and eliminating waste to landfill. Long term benefits are achieved through our professional proficiency in industrial waste management, expert knowledge of waste handling and processing systems and broad connections within the environmental arena.

Privately owned and established for over 20 years, FWM is a successful formation of five trading division achieving £12m annual revenue through a 55+ strong team of highly competent and dedicated qualified waste managers, engineers and support staff. We serve an enviable client list of well-known blue-chip brands, as a fast paced, service excellence led business we are always looking to stay ahead of industry trends and competitors. The company currently manages a wide array of disciplines including sales, marketing, service delivery and contract management through a combination of in-house and outsourced truck fleet facilities and fully license waste transfer operations. FWM also manage its own sizeable equipment rental fleet, supported by integral workshop facilities equipped for a wide range of welding and fabrication, refurbishment and repair services, from its facility based in Barry.

**We are looking for a Chemistry graduate with ideally some work experience to join our growing Hazardous waste division.**

### The Role

Reporting to the Senior Site Chemist, the purpose of the role is to assist with the growth of the department. Dealing with existing customers, you will be organising the safe collection and disposal of hazardous waste.

Key aspects of the role:

- Dealing with existing & new sales enquiries from field sales team.
- Supporting the Senior Site chemist on all aspects of technical services provided to FWM customers.
- Assisting in generating client quotations for sales team.
- Liaising between the contractors within the approved supplier list coordinating all aspects of the waste collections.
- Managing quotes from all approved supplier list listed companies.
- Raising purchase orders, processing supplier invoices & producing weekly invoices to customers.
- Generating regulatory paperwork.

- Compliance - Managing the approved supplier list
- Producing management information for clients if required.
- Supervise collections often providing site service support to label uploads prior to collections.
- Good customer facing skills will be vital as there will be a requirement to assist in client site visits and Duty of Care audits.

The Job holder may in the future need to undertake work at other facilities including customer's premises. You will also be cross trained over transfer station duties. The Job may include other reasonable duties/tasks from time to time.

### The ideal candidate:

- HNC / Degree Chemistry qualification is essential
- Excellent communication skills with fluent written and spoken English.
- Team player and able to work on own initiative
- Possess an inquiring mind, enjoys investigating problems and devising practical solutions
- Ability to 'juggle' more than one task at any one time
- Prepared to undertake DGSA & WAMITAB courses
- Previous experience of direct interaction with customers would be preferred
- IT literate - Using MS Office.
- Knowledge & understanding of the requirements of working within a time critical processing environment.
- Analytical with the ability to measure and monitor data.
- Organised with the ability to simplify complex issues.
- Full, clean UK valid driving license.
- Willingness to travel within the UK for meetings and project work at other locations.
- Flexible and Adaptable.

### Working at FWM

Our employees are critical to our success and growth. They are at the core of our business, our culture and our values. To manage and support them effectively, we promote group-wide policies that focus on our core values;

- **Trust** - Trust we place in ourselves, colleagues and service partners to deliver our best result every time
- **Preparation** - Ready for each opportunity and prepared to reach further
- **Persistence** - The determination to succeed in each prescribed goal
- **Thoroughness** - Getting it right, every time
- **Creativity** - The freedom to apply lateral thinking to overcome obstacles

Allied to this is our dedication to equality and diversity, health and safety and ethical conduct. The same principles apply to all employees, wherever they are, whatever their role.

As a dynamic and growing business, we benefit from the continual inflow of new skills and ideas. We make sure newcomers are properly integrated into the company by promoting our core values throughout the business. We engage with our colleagues through regular discussion and appraisal, listening to them and valuing their insight - this is the key to high productivity and high retention rates.

We pay particular attention to motivating our people to perform at peak by recognizing their achievements and rewarding them appropriately. We value proactive, self-motivated people with ideas, energy and commitment and we encourage them by insisting that no doors are closed, and every voice will be heard.

We have.

- the right workforce, so our clients benefit from having the right people with the right skills
- a diverse workforce, which gives us a huge range of skill and expertise
- an empowered workforce, who can make decisions and respond to our clients' needs promptly
- a trained workforce, who can do the right job - properly

**To apply for this role, please forward a copy of your CV, along with a covering letter, to [hr@forwardwaste.co.uk](mailto:hr@forwardwaste.co.uk)**

**Strictly NO agencies.**

*Please note that all information received by Forward Waste Management as part of the recruitment process will be deleted and / or destroyed after 3 months from when you are sent the outcome of your application. If you would like us to retain your details and application information on file after this period for any future potential roles please contact the HR Department via email: [hr@forwardwaste.co.uk](mailto:hr@forwardwaste.co.uk) to confirm your consent. You are free to withdraw your consent at any time by way of emailing.*