

Job Title: Supply Chain/Operations Coordinator
Location: Cardiff
Hours: 42.5 hours per week, Monday – Friday, 08:30 – 5:00
Salary: £26,000 - £28,000 negotiable, depending on experience

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, Forward Waste Management comprises three trading divisions with a staff of over 60, achieving £11m revenue annually. Servicing an enviable client list of well-known blue-chip brands, we are a fast paced, service excellence led business innovating and investing 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 transport fleet and waste handling division. Enviroquip, operates a sizeable waste equipment rental fleet being supported by integral workshop facilities equipped for a wide range of welding and fabrication, refurbishment, and repair services, including waste compaction machinery manufacture.

Further information on the company can be found on our website: www.forwardwastemanagement.co.uk

We are keen to speak with candidates who have a commercial background in Sales who can demonstrate proactivity experience, are determined to succeed and highly organised.

The role:

Reporting to the Commercial Director, you will be supporting the Business Development Managers and Account Management. Your primary role will be to source recycling & disposal outlets across the UK.

Duties:

- Agreeing prices and completion of new business cost of sale to agreed timescales
- Updating supplier information into the CRM database
- Building relationships with new and existing suppliers & recyclers
- Speaking to recyclers, waste companies sourcing outlets for customer materials
- Working closely with the Warehouse Supervisor ensuring materials are prepared ready for collection/delivery for onward recycling.
- Provide support to the sales teams in finding outlets for materials, through researching via the web and speaking / visiting suppliers
- Conducting supply chain audits to new and existing suppliers and agreeing commercial deals with approved suppliers
- Data analysis to establish margin enhancement
- Negotiating prices

- Ensure company compliance through obtaining and logging all licences
- Development of supply routes for challenging waste streams
- First line issue resolution for supply chain related disputes
- Agree payment terms with suppliers and inform Accounts.
- Best practice service enhancement
- Purchasing of consumable items under agreed value

Skills and experience:

- Sales and or negotiating skills is essential to achieve primary objective of the role
- Commercial knowledge of the waste sector and waste materials would be a distinct advantage
- You must be hands on prepared to get involved
- Confident
- Knowledge of current waste legislation would be a distinct advantage
- Excellent analytical and problem-solving skills
- Experience of change management and developing process
- Driving licence is essential – some UK travel to suppliers will be necessary

The ideal candidate:

For this role we are looking for an individual who can work on their own initiative, with a pro-active, can do approach to the role. In addition, our ideal candidate will:

- Be an excellent team player, working closely with our operations, sales, client account and finance departments
- Very organised able to work to tight deadlines
- Have the tenacity to succeed and seek required information
- Must be confident in communication and negotiating to strike a deal
- Enjoy working in a fast – paced environment with a varied job role and possess the ability to prioritise and juggle several tasks at any one time
- Must be self-motivated and have the ability for continuous learning and be used to working to strict deadlines.
- Able to work unsupervised and to successfully complete tasks within tight deadlines

To apply for this role, please forward an up to date copy of your CV and / or covering letter to 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 to confirm your consent. You are free to withdraw your consent at any time by way of emailing.