

# JOB VACANCY:

## COMMERCIAL COMPLIANCE ADMINISTRATOR

The Commercial Compliant Administrator will manage customer enquiries, log and create sales orders, handle emails and phone calls, update orders and production, create invoices, maintain records and assist with compliance documentation. The role involves extensive use of Microsoft Excel.

LOCATION: Salford

WORKING HOURS: 37.5 hours per week, 09:00 - 17:00 Monday to Friday.

CONTRACT TYPE: Permanent

### KEY RESPONSIBILITIES:

- Support the coordination and administration of the Polymer and Co-product sales administration processes, including setting up new customer accounts, managing sales orders and invoicing, chasing overdue payments, fielding incoming phone calls, handling customer enquiries, ensuring customer delivery dates are communicated promptly and acting as a conduit between operations and customers to ensure seamless delivery of customer requirements.
- Analysing and synthesising data to produce weekly and monthly situation and indicator reports for internal and regulatory requirements.
- Produce relevant data for weekly commercial and WEEE reports.
- Assist with regulatory returns as appropriate including the administration of the PRN/ePRN (Fe, nFe, Polymers), AATF and ABTO data management (customer and regulatory) and regulatory quarterly and annual returns on behalf of the S. Norton business.
- Coordinate the weekly operations planning meeting, ensure the operational team follow the daily planning programmes, escalating any issues.
- Liaise with operational teams at Trafford Park to ensure Polymer stock is managed effectively and address any issues promptly.
- Gathering the information and compiling Customer responses for information relating to permits, licences, statistical safety data, internal practices etc. When necessary, support in the compilation of tender responses and bids.
- Create, administer and keep up to date the customer reference library ensuring due diligence documents are always available both for S. Norton Group activities and all co-product off-take processing routes and haulage contractors.
- Support the initial desktop due diligence for any new off-take routes or haulage contractors for S Norton's co-products by collating all background information as prescribed by the above Reference Library for assessment and approval by the Environmental Manager and Group Commercial Manager
- Any other duties as assigned by line management

### PERSON SPECIFICATION

- Excellent oral and written communication skills.
- Excellent time management and organisational skills, capable of working to strict deadlines.
- Customer orientated; identifies and prioritises customer needs and recognises constraints.
- Team player though happy to work independently and on one's own initiative.
- The ability to maintain records and produce information for management reports.

- The ability to organise and analyse data and make recommendations for improvement.
- Analytical, problem-solving approach with excellent attention to detail.

#### ESSENTIAL SKILLS & QUALIFICATIONS:

- Minimum educated to A Level standard or equivalent.
- IT Literate with a demonstrable knowledge of the Microsoft Office suite, particularly Word, Excel, PowerPoint, Access.
- Ambitious, energetic and enthusiastic to learn.
- Evidence of a pro-active 'can do' approach.
- Excellent literacy and numeracy skills.
- Ability to deliver verbal and written reports to staff at all levels.

#### DESIRABLE SKILLS:

- Knowledge of and passion for the Recycling industry.

#### APPLICATIONS:

Please either complete an [application form](#) or email your CV and covering letter to: [recruitment@s-norton.com](mailto:recruitment@s-norton.com)

Alternatively, please post your covering letter and CV to:  
HR Department, S. Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

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NO AGENCIES PLEASE.