**B&M Waste Services**

ROLE PROFILE: Data Input |Administrator

**Main office:** Bromborough **Working hours:** 08:30 – 17:00

**Department: Data Input Administrator Reporting Manager:** Invoice Query Analyst

**The Company:**

Award-Winning B&M Waste Services is a customer centric, forward thinking waste and recycling solutions provider operating across Cheshire and Merseyside, Greater Manchester, West Yorkshire and the West Midlands. Our award winning, family run business is seeking a talented, hardworking and ambitious Additional Services Administrator to help us grow our business.

The company's mission is to be the leading independent provider of commercial waste services in our chosen conurbations. Being a PAS2060 Carbon Neutral (Plus) company, we are committed to ensuring our recycling-led approach continuously evolves. Currently servicing in excess of 8,000 customers across the UK, we offer a total waste management solution for all types of businesses varying in size from SME's to large public sector and national blue chip companies. To achieve this dynamic growth and exceptional customer service. We have a workforce who are responsive, customer focused and are Right First Time in their work.

**The Role:**

* To process requests including, but not limited to; obtaining weights, processing data, inputting weights for invoicing and updating the company’s internal computer systems.
* To liaise with suppliers and third parties to ensure all data (including costs) are captured and recorded correctly- ensure pricing matrix is regularly updated.
* To effectively support management and actively assist with the administration duties of the company.
* To ensure that all work is accurately recorded within the company’s internal computer systems and documentation.
* To support the team with subcontractor invoice queries by liaising with third parties.
* To efficiently manage a large amount of information and process large amounts of data.
* To meet deadlines and work to time constraints.

**DAILY TASKS AND ACTIVITIES**

* Entering data into database software and checking to ensure the accuracy of the data that has been inputted.
* Resolving discrepancies in information and obtaining further information for incomplete documents/data.
* To manage a variable workload.
* Liaise with third parties and subcontractors on a daily basis to obtain data.
* Navigate internal IT systems.
* Actively participate in group discussions and meetings.
* Be able to competently quality check work / systems.
* Proactively identify and resolve potential invoice queries.
* Assist the team in dealing with month end deadlines.
* Any other reasonable task as may be required from time to time.

**SKILLS AND EXPERIENCE**

* Get it right first time, every time.
* Excellent organisation and time management skills.
* Advanced knowledge in the use of Microsoft Office applications.
* A good knowledge of working with varied software packages.
* Excellent administration skills.
* Enthusiasm for learning new systems and processes.
* Excellent level of written and oral communication.
* Be able to use own initiative and take ownership.
* Ability to build a rapport with colleagues and third parties.
* Confident in data handling.
* Knowledge of the waste industry would be an advantage.

**PERSONAL PROFILE**

* Assertive
* Team Player
* Diligent
* Positive / Can-do attitude
* Able to work on own initiative
* Fast / Competent learner
* Resilient