**B&M Waste Services**

ROLE PROFILE: *Supply Chain Co-ordinator*

**Location:** Bromborough, CH62 4SQ

**Working hours:** 8.30am – 5.00pm (1 hour Lunch Unpaid)

**Reports to:** Supply Chain Manager

**The Role**

You will be responsible for the day-to-day co-ordination of the Quotes Nationals email inbox.

Processing quotation requests by identifying appropriate suppliers and sourcing the best costs. Entering data onto the company computer system to ensure all quotes are recorded accurately.

**Key Responsibilities**

* To provide quotations to sales reps, account managers and any direct customer enquiries.
* To keep accurate records of all quoted work.
* To ensure quotes are provided in a timely manner, ensuring a positive customer journey
* To negotiate with suppliers on rates where appropriate.
* Formulate bespoke solutions for more complex enquires.
* Support the tender’s team by sourcing bespoke rates for national tenders.
* Supply bookings team with required information to ensure a seamless customer journey from quote to booking.
* Identify and implement potential cost savings.
* Ensure all department procedures are followed within the company’s SLA’S.
* Any other reasonable task as may be required from time to time.

**The Ideal Candidate**

* You enjoy working as part of a team and work on own initiative.
* You are willing to work hard and prove yourself.
* You are tenacious, passionate and positive.

**Skills and Experience**

* Excellent organisation and time management skills
* Sales support and customer service
* Strong administration skills
* Experienced in negotiation with suppliers
* Experienced in the use of Microsoft Office applications
* Good level of written and oral communication
* Knowledge of the waste industry / hazardous waste is preferable but not essential.
* Knowledge / Experience using CRM would be an advantage

**About Us**

**Join us on the journey…..**

Over the past 30 years, Beauparc has continued to grow and acquire businesses that all share a very similar vision and set of values. We’re now a group of almost 3000 people, all contributing to that growth and success.

Whilst Beauparc is the parent company to numerous brands, we all share an ambitious vision for the future. Our primary goal is to ensure the safety and wellbeing of our people and connected partners is front and centre.  As a team, we’re safer together. We deliver our customers with a partnership approach to managing their resources responsibly. We constantly push the boundaries of innovation.  What’s good today can be better tomorrow.

Beauparc is not just a company, it’s a resource recovery business. Over the past three decades we’ve grown and diversified significantly, we believe that great leadership is rooted in strong values. As leaders within this industry, we’re committed to shaping a better future for our friends, families and communities. Our philosophy remains unchanged, balancing customer satisfaction with environmentally sustainable practices. Exceptional customer service, and unwavering dedication to sustainability are the cornerstones of our business.

Our journey is dependent upon talented, passionate, and dedicated people that constantly strive and challenge each other for better outcomes.

Take the first step today and join us on the journey……….