

Job Description



Position title	Hazardous Waste Classifier
Division	Energy

Purpose

To ensure that that all relevant information is received in order for waste to be accepted and quotes produced, first point of contact for customers/visitors.

Key Responsibilities

- First point of contact for customers/drivers
- File Signed Load lists from customers and quotes into ourselves from waste disposers
- Ensures that site rules and correct PPE is given to visitors
- To work closely with sales staff from other divisions of SUEZ to ensure an integrated approach to the hazardous waste market.
- Check waste acceptance against site license/permit
- Work with customers to ensure every item is correctly described and classified for waste and transport, gather initial information from customer verbally or by email, such as waste type, quantity, how packed, where located, etc.
- Working closely with the Location Manager to ensure quotations reach the customer in a professional manner.
- Assisting the Location Manager with any reasonable requests.
- Undergoing training where appropriate, including operational training to ensure full knowledge of the services being sold.

Key responsibilities continued

- Pricing waste in conjunction with the Location Manager.
- Updating the customer and disposal price/route database.
- Marketing the businesses Services.
- Technical assessment of waste and advising customers on technical assessment of waste.
- Production of transport documentation
- Quote production
- Invoice Production and working with Operations Administrator to manage costs.
- Manage accruals
- Raising orders for suppliers.
- Transport bookings arranging transport of waste where required
- Enter waste received on HWTS Site Inventory for traceability, and update the inventory as waste is shipped from site.
- Any other duties that are reasonably requested within the scope of the job-role.

Skills

- Customer and supplier communication
- Computer Skills including Word and Excel

Behaviours

In line with our Values and Ethics Charter, the job holder is expected to:

- Act in a honest, responsible and respectful manner to others
- Be responsible for their own professional conduct
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities
- Comply with our obligations to our partners such as shareholders, associates, clients, suppliers and the community
- Ensure the health, safety and wellbeing of employees, customers and other personnel at all times

Knowledge

- Knowledge of the waste industry, specifically hazardous waste
- Knowledge of TFS and ADR desirable but not essential
- Experience communicating with the Environment Agency desirable but not essential
- Basic financial awareness
- IT Skills – Word, excel, Microsoft etc
- Customer Service experience
- Problem solving ability
- Communication skills

Specific candidate requirements

- Understands the need to operate in a compliant manner
- Understands the complex nature of hazardous waste.
- Ability to understand customer requirements and expectations and manage these.

Qualifications

- Computer Literate
- DGSA desirable but not essential.

Please note: The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.