



Contracts Administrator Vacancy

ASH Waste Services have a vacancy for a Contracts Administrator, to be based at our office in Wrexham.

Reporting to the Contracts Manager as part of the Contracts team, the individual will be expected to;

- Handle incoming calls with confidence, dealing with issues raised by customers as well as liaising directly with other departments
- Make outgoing calls to customers to deal with issues relating to their contracts
- Arranging meetings for Key Accounts Manager with customers
- Responding to customer emails in a timely manner
- Discussing contract options with customers, and completing alterations to their existing terms and agreements
- Responding to customer letters received into the office
- Discussing account meetings with the Key Accounts Manager and actioning the results of these meetings
- Performing any other as hoc duties when requested by the Contracts Manager

Negotiable salary package dependent on experience

20 days holiday per annum, and bank holidays

Company pension scheme

To apply, email your cv to brianhall@ashgrouppltd.co.uk

www.ashwasteservices.co.uk