

EMR is a global leader in metal recycling employing 4500 staff across 170 locations around the world. EMR's recycling process begins with the collection of scrap metal from businesses, manufacturers, construction sites, government bodies and the general public. Our Operational and Transport teams are underpinned by the Commercial department who define EMR's pricing strategies and develop effective working relationships with both suppliers and customers.

### **Commercial Administrator**

As a Commercial Administrator you will provide invaluable support ensuring the efficient running of a busy Sales department based in the West Midlands. The successful candidate will generate, manage and distribute pricing information, schedules and reports that are essential to a wide range of internal stakeholders. The role will often be the first point of contact for Suppliers and Customers; communicating information accurately, both verbally and written, is a key requirement.

The Commercial Administrator will collate information the form the basis of important business decisions; as such attention to detail is vital. This is not just a standard administration post; you will be involved in a breadth of responsibilities with the expectation of you progressing into a Commercial Buyer position. Daily activities/responsibilities can be wide ranging within the Commercial function and a 'can do' attitude is a must.

### **The Person Spec:**

Previous industry experience is not essential but experience of administration and organising in a similarly fast paced, Sales environment is preferred. Administration experience relating to Transport, Depot Operations, Construction or Demolition may also be well suited

You must be IT literate with the ability to think analytically and laterally in order to help provide solutions and a way forward. You are likely to have a keenness to progress and a willingness to take more and more responsibility. Applicants should be organised, motivated individuals who can work to deadlines and be prepared to adapt according to business priorities.

Exceptional communication skills are required to effectively work with team members but also to assist customers and suppliers with any potential queries they may have. There are genuine long term opportunities to progress and develop a successful career with EMR Group.

### **Application:**

Please apply to [recruitment@emrgroup.com](mailto:recruitment@emrgroup.com) with an up to date CV and details of your current salary. Alternatively an application form can be requested by contacting the same Email address.

***Our employees have helped build the organisation into the world leading recycling company it is today.***