

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 depot and operational teams are instrumental to our success; as they are the first stage in the process and receive delivery of a wide range of metals and materials. Their daily activities are supported by our advanced systems which ensure accurate tracking and security for all materials.

Depot Administration Co-ordinator

As a Depot Co-ordinator you will provide invaluable administrative support to the Depot and Transport operations on site at Darlaston. You will administrate and coordinate the management of information required to monitor and improve operational performance; as well as managing enquiries, transport requests and client queries. The role will often be the first point of contact for Customers, Suppliers and Contractors; so communicating information accurately both verbally and written is a key requirement.

This is not a standard administration post; you will be pivotal to the success of the Transport team and the EMR business. The daily activities/responsibilities can be wide ranging and a 'can do' attitude is a must.

The Person Spec:

Previous industry experience is not essential but experience of administration and organisation in a similarly fast paced, blue collar environment is preferred. You will be IT literate with the ability to think 'on your feet' to help provide solutions and a way forward. You are likely to have worked in a similar environment relating to Transport/Logistics/Operations/Recycling with a willingness to take more and more responsibility.

It is essential all Depot staff are safety conscious and have a good appreciation/awareness of our unique working environment. 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.

Application:

Please apply to 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.