

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 Co-ordinator**

As a Depot Co-ordinator you will provide invaluable operational and administrative support to the Depot Manager, to help ensure the efficient running of a busy EMR Depot. You will administrate and coordinate the management of information required to monitor and improve operational performance. The role will often be the first point of contact for Suppliers and Contractors; communicating information accurately both verbally and written is a key requirement.

The Operations/Depot co-ordinator will help generate reports, collate information and present data that will allow the Depot Manager to make some key decisions, as such attention to detail is vital. This is not just an administration post; you will be involved and develop knowledge of the full operational processes of our busy depots. Daily activities/responsibilities can be wide ranging at our sites and a 'can do' attitude is a must.

Location – Erith

### **The Person Spec:**

Previous industry experience is not essential but experience of administration and organising in a similarly fast paced, blue collar environment is preferred. You will 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 worked in a similar environment relating to Logistics/Operations/Recycling/Engineering and can demonstrate a willingness to take more and more responsibility.

It is essential all Operations/Depot/Process staff are safety conscious and have a good appreciation/awareness of our unique working environment. Applicants should be organised, motivated individuals who can work to deadlines and be prepared to adapt according to business priorities on their particular site.

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.***