



### **Job Description**

**Post: Membership Enforcement Executive.**

**Reporting To: Recruitment Team Leader.**

### **Core Functions:**

- This is a hybrid role, 3 days a week Enforcement and 2 days a week Recruitment.
- To take the lead role in liaison with WERLAs and Local Authority Enforcement Officers to increase membership of new Repak members.
- To support the Department Data Analyst Executive.
- Responsible for the management of the shared reporting Portal.
- To support the Recruitment and Membership teams to resolve open enforcements
- To be responsible for the implementation and management of the Enforcement Policy of Repak Ltd.
- To develop and implement procedural controls to facilitate the implementation of the enforcement policy that increases membership numbers for Repak Ltd.
- To achieve set sales targets and KPIs as agreed with the Head of Membership Services & Recruitment.
- To participate in the broader membership services area, database development, member queries and other projects which may arise.
- Attend all weekly department meetings to proactively support the recruitment of new membership numbers through implementation of enforcement policy.

### **Responsibilities:**

- Maintain and develop the communication and information sharing protocol with the WERLAs ( Waste Enforcement Regional Lead Authorities ) to facilitate enforcement.
- To maintain and manage the enforcement database as a subset of our CRM.
- To implement and action an annual education and awareness update for Local Authority Enforcement Officers on enforcement.
- Develop an annual list of SPMs ( Suspect Major Producers ) in conjunction with the Recruitment Team Leader.
- Action all referred businesses as per the sales process.
- To issue monthly enforcement reports to the WERLA & LAs.
- To provide a monthly written report on the core enforcement functions.
- To provide a quarterly report on enforcement no later than 10 days prior to Board meetings.

- To carry out any other duties as directed by the CEO or Head of Membership Services and Recruitment from time to time.

### **Skill and Experience**

- Excellent Customer Service & Communication skills.
- Strong numerical and analytical skills
- Personal resilience, with the ability to self-motivate.
- Minimum of 3 years' experience in an Data Analyst role.
- Excellent planning and organisational skills.
- Experience using Microsoft Dynamics /Office and Power Apps.

### **Desirable**

- Previous experience working with the Local Authorities.
- Good knowledge of the Packaging Regulations & Legislation.
- Third level qualification i.e. a degree/diploma

A competitive remuneration package is on offer, commensurate with qualifications and experience.

Applications, including detailed CV' should be submitted by email to [careers@repak.ie](mailto:careers@repak.ie)

*Repak Ltd. is an equal opportunities employer*