**Job Title: Administrator – Recovery & Recycling Department.**

**Reporting to:  Head of Operations**

**Core Responsibilities**

To work as part of the Repak Recovery & Recycling Department team, providing administration support.

To plan, roll out and manage packaging waste collection trials to community groups, associations and businesses throughout Ireland.

To collate data from Waste Characterisation Studies to support regulatory compliance reporting.

To carry out other duties and responsibilities as directed by the Head of Operations from time to time.

**Skills:**

A minimum of 3 to 5 year’s experience in a similar role is essential.

Excellent communication skills and demonstrates the ability to deal with internal and external stakeholders at all levels.

Highly motivated, creative, team player, self-starter and ability to work independently.

Detail oriented, strong analytical skills, advanced judgment capability, strong problem solving, and ability to manage workflow.

Full clean driving license.

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

Applications, including detailed CV’s and cover letter should be submitted by **email to careers@repak.ie by close of business on Tuesday 1st February 2022.**