

Job title: Compliance Administrator

Start date: Immediately

Due to continuing expansion, M&M Waste Solutions are looking for a highly organised and efficient professional with a strong background in administration to join our Compliance team in order to assist with the development, performance and maintenance of compliance, responsibilities and obligations of the organisation.

For this role of **Compliance Administrator**, you will be resourceful, have excellent organisational and analytical skills, be a good problem solver, and have the ability to work on multiple tasks at once. You should possess excellent communication and interpersonal skills, build long-lasting and mutually beneficial relationships with your contacts throughout the business.

Responsibilities

- Be responsible for the administration of internal compliance controls.
- Create, edit, and update spreadsheets and other business documents and then continue to maintain them in a confidential and an easily accessible format.
- Contribute to robust and effective compliance controls within the organisation and collaborate with other departments to create a culture of compliance.
- Perform various general administrative duties and provide general administrative support to Compliance Manager as needed.

Skills/Experience /Qualifications:

- Minimum of 4 GCSEs at grade A* - C (9-4) or equivalent including English and maths, although A-Levels or equivalent qualifications would be beneficial
- Audit Qualification ISO 9001/ISO 14001 or ISO 45001 Training would be an advantage but is not essential.
- Experience of working in a compliance role or similar position with comparable duties and responsibilities.
- Previous experience of conducting audits, policies and systems would be beneficial.
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel.
- Have good organisational skills and demonstrate a strong attention to detail.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Excellent written and verbal communication skills.
- A willingness to learn and the ability to adapt are essential.

If you are looking to join a long-established company that offers excellent rewards including 22 days annual holiday plus Bank Holidays, workplace pension scheme and career opportunities, we want to hear from you.

Job Types: Full-time, Permanent

Salary: £23,000.00 - £26,500.00 per year based on experience

Schedule: Monday to Friday from 8am to 4:30pm.

COVID-19 considerations: We are a COVID-19 secure place

Work remotely: No

Please send your CV to compliance@mmskiphire.com