

Operations Administrator

Based in Melbourne, Australia

Be part of something special. Join Vanden.

At Vanden, we're passionate about transforming waste into a valuable commodity. Our mission: **"Build the world's largest recycled plastics commodities company"**

And since we started on our journey, back in 2005, we've developed a worldwide presence, serving hundreds of customers in over 50 countries. And we've grown a strong, capable team of colleagues who are dedicated and loyal.

We are headquartered in Hong Kong with operations and representation in Australia, Finland, Ireland, Turkey, Spain, Netherlands & UK. We operate a factory based in the UK specialising in the collection and recycling of plastic waste generated from industry and manufacturing.

Our ideal candidate

Goal-orientated, not afraid to get their hands dirty and love to close deals constantly. They turn challenges into opportunities and quickly solve problems. When things are tough, take perspective, step back and remain objective to ensure the desired outcome is achieved. In this way, we stay flexible, seek to pinpoint what really matters and find workable actions, quickly. Our people are eager to stay up-to-date by reading, attending training and take ownership of personal development.

Our Values:

Living the Vanden Values is a key part of our culture. Our Values were created by the people in the business. Over a 6-month period in early 2018 we brought all our teams together to determine what it meant to be part of Vanden. Through a combination of telling stories of colleagues in action and establishing the type of environment we want to create, our 6x core values were born!

These are an important part of understanding if Vanden is right for you! Please take a look on the last page for a full description.

Application Process

To apply, you are required to produce a CV and Personal Statement. These need to be tailored to the job description and person specification and show how you reflect the technical and behavioural requirements. Applications can be submitted to hr@vandenrecycling.com.

The selection process:

Successful candidates will be invited to attend a multi-phase assessment that includes:

Step 1: Interview 1

Step 2: Interview 2

Step 3: Interview 3

Step 4: Reference Checks

Expected timeline to complete is 3-4 weeks depending on candidate & reference availability.

Job Summary

Vanden Recycling is looking for a Logistics Administrator (LA), to help us drive our next stage of growth. Our long-term success will come from how effectively we manage the products we transport. In the end our goal is to provide an exceptionally high quality of service for our customers at a cost that makes responsible use of plastics a socio-economic benefit and not a cost to our customers.

Our ideal candidate is one that has had experience working as a Logistics Administrator for a growing business. You must understand the Contract/Booking/Shipping Cycle and have proven previous experience. You must have proven experience with Road Transport, including the management Chain of Responsibility. You will have Basic Accounting Experience. You must be aspirational and have a flexible mindset. You will have exceptional organisational skills and be competent in prioritizing and working with little supervision. You must be an excellent Communicator and have proven attention to detail.

Essential Duties & Responsibilities

- Develop relationships with logistics providers and suppliers to ensure a seamless transition from collection to delivery of all shipments.
- Manage the logistics process from loading to delivery, ensuring a high level of customer service, accurate documentation, risk management and efficient communication of information at all times.
- Work with the Logistics team to provide a weekly unshipped and shipped reports that can be disseminated to all relevant teams, in order for them to track their outstanding shipments.
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage phone calls and correspondence (e-mail, couriers etc.)
- Create and update records using Excel spreadsheets
- Handle a variety of administrative and clerical tasks to secure efficiency and compliance to company policies.
- Assist in maintaining a CRM and Internal Rates Data Base
- Preparing Purchase Orders, Sales Contracts, Good Receipt and Proforma Invoices and

- following up on sign backs and Proforma Payments
- Planning bookings based on product availability and customer requests
 - Organising and scheduling shipping instructions.
 - Preparing and or checking shipping documents (i.e. Invoices, Packing Lists, Bills of Lading, Annex VII, Certificates of Origin)
 - Track shipments
 - Maintain updated records of orders, suppliers and customers
 - Provide information to customers about the status of their orders
 - Track stocks of office supplies and place orders when necessary
 - Actively participate in the maintenance of ISO9001 and ISO14001 Systems
 - Assist colleagues whenever necessary
 - You may be required to Travel Intrastate or Interstate to perform some of your Duties with our 3PL sites

Person Specification

(All criteria are essential unless otherwise indicated)

Knowledge (Education & Related Experience):

- 2 years' experience working, preferably within a shipping/forwarding environment or similar.
- Working knowledge of Road freight and Sea freight movement.
- Working knowledge of Export and Import documentation, I.E Bills of Lading, CMR, Customs paperwork
- Experience of working in a small team
- Microsoft office suite.
- Basic Accounting Knowledge – Xero or similar package

Skills & Abilities:

- Communicating effectively with key stake holders in person and over the phone, including global and corporate offices.
- Demonstrating excellent administrative, organisational and time management skills operating in the unconventional waste market.
- Able to use logic and reasoning to appraise situations.
- Able to anticipate opportunities and risks.
- Able to identify problems and help solve them.
- Able to build rapport quickly with colleagues and service providers.
- Able to conduct in depth analysis and provide valuable insights.
- Able to effectively collaborate with colleagues to achieve results.
- Able to manage and respond quickly to changing/competing priorities.
- Able use MS 365 suite of products to a high level.
- Highly organized and detail oriented.

General Attributes:

- People person willing to take ownership of the role and drive success.
- High level of curiosity and analytical thinking fast learner and ability to deliver under pressure.
- Self-aware and reflective on successes and failures – seeks feedback.
- Willing to learn and be proactive to suggest improvements.

- Professional and ethical in their approach.
- Committed to on-going personal and professional development.
- Values team above self.
- Desire for excellence, strives to surpass expectations
- A confident, optimistic, 'can do' attitude, focused on achieving the best outcomes for the people and the business
- Willing to take ownership, get stuck in and drive success by taking a proactive, hands-on approach
- Is accountable for own actions
- Empathetic, appreciates the impact of their own actions at a personal and professional level
- Self-aware, reflects on successes and failures (focuses on facts and evidence over 'story')
- Curious and inquisitive, asks the 'right' questions to establish facts
- Able to work autonomously
- Works with integrity, has the courage and confidence to positively challenge

MISSION & VISION

MISSION:

- Build the worlds largest recycled plastics commodities company

VISION:

- To be the company that creates the most value from plastic waste. Producing quality commodities and products or empowering others to do so.

VANDEN VALUES

Teamwork

- We pull together as one unit, not just with those in front of us, but with all of our colleagues spanning multiple continents and cultures. We seek honesty and excellence to bring out the best in each other and do so without ego. Our collective knowledge and willingness to question is our superpower.

Add Value

- In absolutely everything we do. We add value to our people, customers and product through constant education and optimisation. Vanden exceeds expectations in the Service of our customers, using each encounter as an opportunity to sharpen our skills and add more value than anyone else. When in doubt, we ask ourselves – "Am I adding value?"

Growth

- Challenge ourselves and each other to learn new things and improve our skills. Be curious and industrious to redefine the boundaries of our knowledge, service and market. We're proud of our battle scars as our failures will always be the greatest opportunity for growth.

Ownership

- Never afraid to get our hands dirty! We take pride in exercising absolute ownership over the outcome of every task or challenge. We appreciate the power of forming a plan before taking action and jump at the opportunity to take the bull by the horns when we do.

Enjoy The Ride

- It only happens once! We can't always be serious and limit ourselves to be "business as usual", so we encourage everyone to put their personalities into everything they do.

Gratefulness

- Live everyday with an attitude of gratitude!