

Evidence Administrator

Line manager

Senior Compliance Coordinator

Overall purpose

The Evidence Administrator will become an expert in how we secure evidence and will play a vital part in Valpak achieving compliance. This role encompasses a wide variety of tasks from carrying out accuracy checks on monthly data reports to ensuring that all WEEE and packaging evidence received is checked and recorded accurately in Valpak's in house systems. You will communicate with a variety of different companies and individuals in the compliance sector and will ensure that Valpak continue to operate as a highly efficient compliance scheme. In addition to contributing to ensuring compliance, the Evidence Administrator will work to ensure appropriate contract documentation is kept up to date for the department and support in other key administrative areas across the business as required.

Key accountabilities

Evidence Administrator

Evidence auditing

- Ensure WEEE and packaging evidence is recorded accurately in the internal contract management systems
- Work with the Finance department to process invoices for WEEE contracts
- Work with Valpak's Recycling team to reconcile evidence and ensure documentation is correct

Quality assurance

- Work with the Procurement department to ensure that any queries regarding evidence are resolved efficiently
- Work with team members to continue development of processes and procedures

Commercial contracts administration

- Produce, analyse and manipulate confidential data
- Carry out accuracy checks on monthly collection reports from Approved Authorised Treatment Facilities (AATFs)
- Develop an understanding of operations and provide advice to both internal and external parties

Customer service

- Form and maintain strong relationships with AATFs and Waste Disposal Authority (WDA) contacts
- Deliver excellent customer service to our WDA accounts via both phone and email

Key areas

- Ensure the data underpinning Valpak's commercial strategy is at optimum accuracy
- Provide support to the Procurement department with contract management
- Undertake system administration of our contract management systems
- Create and send both detailed and summary reports to Valpak's key WDA accounts



Evidence Administrator

Experience, skills

- Numeracy and problem solving
- Excellent attention to detail and a proactive work ethic
- Able to articulate complicated information to a variety of parties
- Able to work to a high standard within tight regular deadlines
- Capability to multitask, prioritise and manage own workload
- Able to pick up and retain technical and regulatory information
- Adept with Microsoft Word and Excel