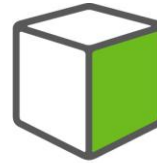


# Budget Pack



## Commercial Manager

### Job specification

**Job Title:** Commercial Manager  
**Reports to:** Operations Manager, Budget Pack Limited  
**Location:** Aztec West, Bristol

#### 1. Background

Budget Pack is a fast growing services business which helps manufacturing and retail companies comply with environmental legislation.

Our customers are affected by regulations relating to packaging, electrical equipment and batteries. They join Budget Pack to transfer their environmental obligations to us. We become responsible for meeting these obligations on their behalf, leaving them to focus on their core business.

The main obligations we have to meet relate to recycling. The regulations require companies which handle packaging, electrical equipment or batteries to recycle a certain amount when this becomes waste. When these obligated companies join Budget Pack we carry this out on their behalf.

Budget Pack prides itself on providing cost-effective, regulatory environmental compliance and recycling services through innovative online systems across multiple business sectors. The business is directly responsible for achieving compliance for over 500 companies with a combined turnover in excess of £25bn, for key clients such as BSkyB, Argos, Innocent Drinks and Kodak.

#### 2. Job Purpose

The purpose of this job is to manage Budget Pack's commercial relationships with recycling and waste management providers in order to ensure the cost effective and environmentally sound provision of all collection, recycling and recovery services.

#### 3. Duties and responsibilities

Budget Pack is looking for a commercially astute manager with experience of customer services support, contract negotiation and fulfilment, or operations management, particularly logistics. The successful candidate will probably have worked in a larger organisation and will be looking for an opportunity to apply their skills in a freer, fast moving environment.

This newly created position reports to the Operations Manager. The job holder is a key member of the Operations team, and works closely with the Client team, and all members of the Budget Pack team.

The post is based in Bristol, but frequent travel will be necessary to visit providers, clients, and to attend meetings.

Particular duties include:

- negotiate, secure and maintain contracts and relationships with providers of collection services and recyclers;
- on behalf of the Client Team, act as the strategic engagement contact for all operational support;
- resolve service issues with re-processors on behalf of clients and participate in review meetings with clients to ensure optimal service;
- support the Client Team to develop and embed new clients, and provide operational advice, plans and assistance to clients as required;
- contribute to the development of tenders and contracts for new business;
- develop new logistic solutions, simplified routes and collection points to optimise logistics and multi-round collections;
- in conjunction with the Finance department, analyse and assess the relative profitability of alternative logistic solutions to achieve best cost supply;
- review, scrutinise and monitor Operations processes and systems to develop and implement improved procedures and reports in conjunction with the IT team;
- risk assess providers' compliance and stability, and ensure the safe collection, recycling or recovery of all contracted collections;
- analyse suppliers to create and develop positioning strategy;
- conduct regular audits and assessments to ensure that all providers are appropriately accredited in relation to their responsibilities for waste management;
- monitor provider performance against contracts and client requirements;
- assist the Operations Manager to resolve contractual and commercial issues and act as deputy when required;
- obtain and record evidence from processors for compliance with Packaging, WEEE (Waste Electrical and Electronic Equipment), and Batteries regulations;
- work with all team members to achieve Budget Pack's goals.

#### 4. Job requirements

Criteria	Remarks	Essential / Desirable
<b>Qualifications and work experience</b>	<ul style="list-style-type: none"> <li>• Good educational background, preferably in a technical discipline, with a first degree level or equivalent</li> <li>• Several years' commercial, operations or logistics management success</li> <li>• Demonstrated success in contract negotiation and fulfilment</li> <li>• Experience of project managing development or improvement projects</li> <li>• Familiarity with quality assurance processes and systems, including ISO 9001 and ISO 14001</li> <li>• Knowledge of Microsoft CRM or German would be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• D</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• First class communication skills, both face-to-face and over the telephone</li> <li>• Superior commercial, negotiation and customer support skills</li> <li>• Commercially minded, with a strong feel for client needs</li> <li>• Solid problem solving, decision making and analytical capabilities</li> <li>• Good interpersonal skills with the ability to build strong relationships with Budget Pack's team members, clients, partners and providers</li> <li>• Capable of assimilating and interpreting complex compliance requirements</li> <li>• Internet savvy, with excellent working knowledge of Microsoft Office, especially Excel</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>

<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Professional presence to represent Budget Pack externally</li> <li>• Self starter, capable of using judgement and acting on own initiative when necessary</li> <li>• Ability to work accurately and efficiently at all times and under pressure</li> <li>• Methodical and organised, with a “can do” mentality to meet tight deadlines</li> <li>• Conscientious, enthusiastic and hardworking</li> <li>• Completer finisher</li> <li>• Confident, outgoing, determined, and resilient</li> <li>• Good sense of humour and the ability to remain calm under pressure</li> <li>• Commitment to and a strong interest in environmental management</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• D</li> <li>• D</li> </ul>
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• UK driving licence</li> <li>• Permission to work full time in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> </ul>

This role is likely to interest operations or logistics professionals who would like to progress further and apply their experience in a growing, dynamic business.

Budget Pack offers attractive opportunities for rapid personal development and progression. Our market is both fast moving and rich with business opportunities. Induction training will be provided, together with the opportunity for professional development through continuous learning and development, with in-house and external training as appropriate.

## 5 Remuneration

Salary: £30-£35,000 per annum, plus bonus, depending on experience  
Holidays: 25 days plus statutory holidays  
Pension: Employer contribution of 3% of salary (after year 1)

Issue date: January 9 2012