



Are you an experienced Back Office Manager..? Do you take pride in making a difference to both customer needs and business performance..? Are you a driven and engaged individual, who is motivated by challenges, is eager to learn and to further widen their knowledge of the 'Alternative Fuels' sector..? Do you aspire to work in an international, innovative organization and contribute to a healthier environment..? And are you looking for a workplace which encourages entrepreneurship and personal development..?

***"We challenge you to step into our world"***

## **Back Office Manager**

**Location: Manchester**

### ***Company Profile***

As an Internationally recognized company, the N+P Group has 25 years of experience in contributing to a better, greener environment. We do this by being progressive, innovative and a market leader in the alternative fuels and waste management sector.

We develop, coordinate and implement total concepts for the recycling and treatment of industrial residues. We convert waste that can no longer be recycled and manufacture this waste into alternative fuels and secondary raw materials, which can replace polluting fossil fuels and primary raw materials. Our products are used at various large industrial installations such as cement kilns, power stations or blast furnaces. Use of these products will lead to a significant level of CO<sub>2</sub>-reduction. It is our ultimate goal to make the use of fossil fuels redundant.

N+P source and supply residual waste to the domestic and international Energy-from-Waste sector. Alternative fuels production and supply are not the only things we do. N+P provide a consultative approach to develop our customers in recycling and recovery of their waste. We also manage and monitor quality, co-ordinate logistics, manage storage capacities and administrate permits.

Our organization is fast growing and dynamic, with many large multinationals as our customers. Our head office is in Nieuw Bergen, the Netherlands. For more information we recommend you visit the following websites or social media pages:

[www.np-recycling.nl/en/](http://www.np-recycling.nl/en/)

[www.subcoal-international.com](http://www.subcoal-international.com),

[www.linkedin.com/company/n-p-group-b-v/](http://www.linkedin.com/company/n-p-group-b-v/)

<https://www.facebook.com/np.group.bv>

The below YouTube videos are worth a watch!:

<https://www.youtube.com/watch?v=O7HRq9JOcj0>

<https://www.youtube.com/watch?v=afLMEmor3so>

### ***Company Culture***

We are an innovative, dynamic and professional company. People like working for N+P due to diverse challenges and opportunities to develop their personal and professional skills. Combined with the positive mindset in the organization which makes N+P a great place to work!

## ***(Main) tasks and responsibilities of the Back Office Manager***

Based in central Manchester, this support function role to N+P's UK operations and commercial division is integral to the effectiveness of N+P's service delivery, commercial performance and stakeholder relations. As a Back Office Manager, you will be responsible for managing a small team of commercial support administrators and logistics coordinators. You will appoint and establish the support function team and lead the team to perform at a high level.

The purpose of the Back Office Manager and their team is to co-ordinate an effective supply chain management (logistics) in accordance with N+P commercial activities, provide N+P customers and stakeholders with service excellence and sustain compliance with market legislation. The role of the Back Office Manager is to manage the day to day administration and co-ordination of residual waste supply to N+P's UK alternative fuel production facilities and commercial projects, coordinating and managing the associated logistics provisions and provide the UK organization with commercial support. You be responsible for building strong commercial relationships with UK logistics providers, N+P customers and suppliers. The effectiveness of you and your team will enable N+P to maximise opportunities, retain custom and create commercial partnerships. Together with N+P's Commercial Team, you will be responsible for profit margins, contract growth and mitigation of commercial impacts of the services N+P employ.

### Main tasks and responsibilities

- Organize, co-ordinate and monitor UK logistics including costs/margins involved
- Maintain contact with logistic suppliers, stakeholders and negotiate contracts
- Create and supervise logistic coordinator(s) and a commercial support team
- Responsible for monitoring, management and achievement of KPI's (set in advance)
- Efficient planning and division of tasks for each department
- Oversee progress, performance management, completion of tasks to a high quality standard
- Forming, evaluating, revising and amending the operational year plan
- Implement new systems to improve processes, productivity and performance

### ***Requirements of the Back Office Manager***

To be a high performing Back Office Manager, you are results oriented, commercially sound and you have excellent communications skills. You bring enthusiasm, energy and have the growth potential to develop in this fast pace environment as the N+P UK Organization grows. You are a real team player, who is also capable of working independently and is a high performer. You are creative, ambitious and a critical thinker. You have a high level of organizational awareness, you are a motivator and a connector. You are capable of handling internal and external communication on every level and feel connected with the vision and strategic goals of N+P. Furthermore the Back Office Manager is to be proactive, a decisive decision making and knows how to establish and provide service excellence.

### Requirements

- At least a bachelor's degree in Business or Supply chain management (or related)
- At least 5 years relevant working experience in waste management, alternative fuels and/or logistics
- Knowledge of the waste management sector is an advantage
- Knowledge of logistics, waste transfer notes, compliance and permits
- Good Microsoft Office Word, Excel, and Outlook skills
- Excellent knowledge of English language

## ***Remuneration***

Despite our fast growth, N+P remains a welcoming company with well-motivated and enthusiastic employees. The successful applicant will be employed as a full time, permanent employee. The financial package will be competitive and with a performance related bonus structure. N+P support personal growth and development, the company offers training, sponsorship for further education such as a degree or masters and meaningful career development within the company.

## ***Contact***

If you are looking for a new opportunity and interested in this job at a company where everyone is committed a greener future, please apply by sending a cover letter plus your resume to [careers@np-recycling.com](mailto:careers@np-recycling.com).

***Acquisition to this vacancy is not appreciated.***