

# Sustainability Administrator

Widnes - with travel to Manchester office as required

Greenergy supplies road fuel to customers in the UK, Canada and Brazil. We operate globally with offices in Canada, the USA, Brazil and Dubai and source fuels from around the world, receiving over 700 shipments annually. To deliver fuel to our customers, we also have an in-house haulage operation employing over 350 drivers.

Greenergy is a major investor in the UK's fuel infrastructure, regenerating import terminals that are essential to the country's ongoing supply security. Greenergy Fuels is the largest trading entity of the group, supplying 15 billion litres of fuel to its customers each year.

## Purpose of role:

1. Controlling and validating biofuel carbon & sustainability data (C&S).
2. Maintaining and reporting accurate C&S data within internal systems.
3. Supplementing Biofuel Sustainability Analysts on a day-to-day basis.

## Main duties of the role:

### *Core Biofuel Sustainability Reporting Duties:*

- » Liaison with Feedstock suppliers in order to receive sustainability documentation on a timely basis.
- » Validate incoming sustainability documentation
- » Reporting of Widnes stock position differentiating between RED & NON-RED
- » Issuance of biofuel compliance documents where applicable.
- » Regular stock reconciliations with Biofuel Suppliers.

### *Core Biofuel Stock Reporting Duties:*

- » Maintenance of Widnes UCO Stock Reporting Schedule
- » Regular stock reconciliations with Biofuel Suppliers.
- » Assisting with biofuel stock reporting at both Biodiesel Plants.
- » Liaising with Trading and Operations department to maintain accuracy of reporting.

### *Other:*

- » Ad hoc assistance with Sustainability Reporting

## Required competencies:

- » Ability to prioritise efficiently in order to achieve strict departmental deadlines.
- » Excellent analytical skills
- » Attention to detail
- » High level of numeracy
- » Good knowledge of Microsoft Office Applications particularly Excel

## Nice to have::

- » Fuel Industry Experience
- » Understanding of UK RTFO and EU RED Directive
- » Experience of detailed reconciliation responsibilities

People are key to our continuing success; we work hard to reward, develop and retain staff. We offer a competitive salary, career progression opportunities, along with a comprehensive benefits package which includes;

- » 25 days holiday per year, increasing by 1 day after 5 years' service for every full year up to a maximum of 30 days plus bank holidays
- » Private Medical Insurance
- » Worldwide Travel Insurance
- » Company Pension
- » Life Insurance cover of 4 times basic salary
- » Eye Care Vouchers, Flu Jabs
- » Ride to Work Scheme
- » Access to a discount site for promotions on eating out, health and leisure etc.
- » You will also have access to the 24/7 Employee Assistance Programme.
- » Free tea/coffee, fruit.

To apply for this role please submit a current CV along with a cover letter highlighting how you meet the competencies for the role and detailing your previous experience.

Your cover letter along with your CV will be used to assess your application, therefore applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to Candidates who are not short listed for interview.

If you should have any queries regarding this position please call Debbie Rees 01827 302298

NO AGENCIES - Thank you.

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