

JOB TITLE: Site Administrator

LOCATION: Brandon

REPORTS TO: Site Manager

RESPONSIBLE FOR: Office Administration

INTERACTS WITH: O.C.O staff at all levels, customers, suppliers and contractors

HOURS OF WORK: 9am to 5pm, Monday to Friday with a ½ hour unpaid break

DATE OF ISSUE: 22nd August 2019



JOB PURPOSE

Reporting to the Site Manager, the job holder will need to build a close working relationship with the Brandon team to ensure that all site admin and office records appropriate to Brandon are recorded, processed and maintained in an accurate and diligent manner.

KEY DUTIES

The job holder will need to build strong relationships with external customers (where appropriate) and suppliers to ensure customer service and satisfaction levels are kept at the highest possible level, whilst keeping an objective and balanced view that O.C.O is achieving 'best value'.

The role will, by its very nature, expose the individual to a high level of confidential information which needs to be treated and maintained with the upmost confidence.

Maintain and record all inward and outward deliveries to and from site, checking and verifying against various supplier invoices. Whilst some systems already exist for recording deliveries, these need to be consistently reviewed, improved and standardised as appropriate.

Act as the first point of contact for visitors, customers and suppliers including invoice/statement questions or queries.

Issue purchase orders and maintain records, logging receipt of goods and invoices, with routine and regular reviews of outstanding items using the company's Purchase Control system

Maintain staff records confidentially for the site, and provide all necessary information for payroll purposes to the Site Manager – e.g. P45/P46, Overtime, Shift Allowances, Sick Pay, Holidays etc.

Undertake occasional ad-hoc cost/benefit analysis where directed, being able to independently research and obtain quotes from alternative suppliers and/or research the matter in more detail to be able to reach a conclusion or to be able to offer alternative suggestions.



ISO 9001
ISO 14001
OHSAS 18001

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To control and be in control of all matters involved within the office, including stationery, general site provisions and specifically agreed areas of stock and inventory control.

To ensure the office is maintained in a clean and tidy condition.

Develop good working relationships with external stakeholders and suppliers in a professional manner to ensure the best interests and reputation of O.C.O are preserved and enhanced.

Maintain a high level of awareness within the site for Health, Safety, Welfare and Security matters and in this respect lead by example and take a pro-active approach.

Any other duties as dictated by the Site Manager and within the skills and knowledge of the jobholder will be expected from time to time.

A willingness to learn new skills to provide holiday and sickness cover as and when required.

ESSENTIAL SKILLS / EXPERIENCE

Accurate, diligent, organised and conscientious.

Being able to keep certain tasks and information confidential and private.

Willingness to be innovative, work under own initiative, with strong organisational skills, being able to plan, prioritise and organise various tasks at the same time.

Sound judgement skills with a rational and flexible approach to work.

Strong communication and people skills, with the ability to communicate clearly and concisely at all times, both in writing and verbally, with high importance given to providing excellent customer service.

Must be well versed in Microsoft Office especially Word, Excel and Outlook.

Self-motivated and a willingness to learn new skills and business computer systems.

DESIRABLE SKILLS / EXPERIENCE

Trained in Health and Safety and/or First Aider.

Knowledge of the Waste/Aggregate/Haulage market.

Note-taking skills and experience.