



**JOB TITLE: Office Administrator**

**LOCATION: Leeds**

**REPORTS TO: Site Manager**

**RESPONSIBLE FOR: Material deliveries and office administration**

**INTERACTS WITH: Site Manager, Leadership Team, Site Staff, Customers and Suppliers**

**HOURS OF WORK: 37.5 hours per week 9:00 to 5.30 Mon – Fri with 1-hour unpaid break.**

**DATE OF ISSUE: January 2020**

### **JOB PURPOSE**

Reporting to the Site Manager, the job holder will need to build a close working relationship with the O.C.O team at all levels - from Site Staff to the Leadership Team - as well as with external customers (where appropriate), suppliers and contractors.

Provide administrative support for the Leeds Site Manager and the Leeds QC team as well as ensuring that all goods inward/outward and office documents are appropriately recorded, processed, and maintained in an accurate and diligent manner.

The role will, by its very nature, potentially expose the individual to confidential information, including staff records, banking information and O.C.O finances in general which will need to be treated and maintained with the upmost confidence.

### **KEY DUTIES**

Maintain and record all inward and outward deliveries to and from site, checking and verifying against various supplier invoices.

Produce tickets for all aggregate deliveries and collections leaving the site.

Act as the first point of contact for visitors, customers and suppliers when arriving on site including maintaining the visitors log, basic site inductions and visitors PPE.

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

Provide all necessary information for payroll purposes to the Site Manager – e.g. P45/P46, Overtime, Shift Allowances, Sick Pay, Holidays etc.

Stock and purchase control in specifically agreed areas such as office (including stationery), general site and laboratory provisions.

To ensure the office and reception is maintained in a clean and tidy condition to promote the best impression of O.C.O



ISO 9001  
ISO 14001  
OHSAS 18001

Certificate Number 11259

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Provide basic cover in the Laboratory for the Quality Control Technician and assist as and when required.

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

Maintain a high level of awareness within the site for Health, Safety, Welfare and Security matters.

### **ESSENTIAL SKILLS / EXPERIENCE**

Experience within an office administrative environment.

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 with sound numeracy and literacy skills.

Flexible, self-motivated and a willingness to learn new skills.

Able to demonstrate a good positive attitude towards Health, Safety and the Environment.

### **DESIRABLE SKILLS / EXPERIENCE**

Trained in Health and Safety and/or First Aider.

Knowledge of the Waste/Aggregate/Concrete industry.

Experience in a production environment.