



## Job Description (November 2017)

<b>Job Title</b>	<b><i>Quality Control Administrator, Aggregate Manufacture</i></b>
<b>Department</b>	Carbon8 Aggregates, Leeds
<b>Reports To</b>	Site Manager
<b>Responsible For</b>	Site Material Management (deliveries, collections, supplies), Quality Control Material Testing Office Administration
<b>Interacts With</b>	Senior Shift Supervisor, Shift Supervisors, Production Staff, Plant Contractors and Suppliers
<b>Hours of Work</b>	Primary 37.5 hours/week, Mon-Fri.

<b>Job Purpose</b>
<p>Reporting to the Site Manager the primary role of jobholder is to be responsible for the management of all material deliveries and collections on the site ensuring that all associated paperwork is accurately and diligently recorded.</p> <p>This will include undertaking basic material testing in a laboratory and data entry for inbound raw materials, quality checking of 'in process' production materials and for the processed aggregate leaving the site.</p> <p>The job holder is also responsible for office administration and records including staff time keeping, the raising of purchase orders and will be expected to look to continuously improve purchase and office/admin systems.</p> <p>They will need to build strong relationships with both external customers (where appropriate) and suppliers to ensure customer service, satisfaction levels and "best value" are kept at the highest possible level.</p> <p>The role will, by its very nature, expose the individual to a high level of confidential information, including staff records, banking information and payment methods, and Carbon8 finances in general which needs to be treated and maintained with the upmost confidence.</p>

## Key Duties

### Quality Control Administrator, Aggregate Manufacture:

- To assist the Shift Supervisors in the receiving of raw materials, testing of these and providing feedback to the Supervisor so production plans are met whilst ensuring quality product.
- Maintain and record all inward and outward deliveries to/from the site, checking and verifying against various supplier invoices.
- The accurate testing and data entry of incoming materials and of processed aggregate.
- To ensure the laboratory is clean and tidy, supplies are maintained, and equipment is calibrated.
- Produce delivery and collection tickets for all aggregate loads being delivered or collected from the site, spot checking trucks and notifying if vehicles are overweight.
- General office administration including stationery, general site provisions and specifically agreed areas of stock and inventory control.
- Act as the first point of contact for customer and suppliers invoice/statement questions and queries and resolve and respond in an expedient timeframe.
- Issue purchase orders and maintain records, logging receipt of goods and invoices, with routine and regular reviews of outstanding items.
- Maintain staff records confidentially for the site, and provide all necessary information for payroll purposes to the payroll provider – e.g. P45/P46, Overtime, Shift Allowances, Sick Pay, Holidays etc.
- To ensure the office and reception is maintained in a clean and tidy condition to promote the best impression of Carbon8 to visitors.
- Sign in visitors & contractors, issue site rules and instructions and ensure appropriate PPE is being worn and method statements are being followed.
- Ensure full compliance with all Company policies and procedures including health and safety and employment.
- Be aware of personal responsibilities towards health and safety, use of PPE and reporting accidents, incidents and near misses.
- Promote a positive and professional image of Carbon8 to all external parties.

Medway Enterprise Hub  
Central Avenue, Chatham,  
Kent ME4 4TB  
+44 (0)1634 264582  
[info@c8a.co.uk](mailto:info@c8a.co.uk)  
[www.c8a.co.uk](http://www.c8a.co.uk)



2013 Winners  
Innovation Award



Best Recycled Product



Certificate Number 11259  
ISO 9001  
ISO 14001  
OHSAS 18001

Carbon8 Aggregates Limited  
Registered # 07247345  
Registered office:  
Montague Place  
Quayside  
Chatham Maritime  
Chatham  
Kent, ME4 4QU

## Key Skills / Experience

### Essential

- Accurate, diligent, organised and conscientious.
- Being able to keep certain tasks and information confidential and private.
- High level of computer literacy in Word, Excel, PowerPoint and email with good numeracy and literacy skills.
- Willingness to be innovative, work under their 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.
- Excellent communication and people skills, with high importance to providing excellent customer/supplier service.
- Must demonstrate analytical thinking and problem-solving skills.
- Self-motivated and a willingness to learn new skills.
- High importance to providing the best customer service, both internally and externally, alongside attention to detail in a demanding environment.
- Able to demonstrate a good and positive attitude towards health and safety.

## Desirable Skills / Experience

### Desirable

- Experience within the aggregates, concrete or waste industry
- Have previous experience with material testing and/or a laboratory environment
- Trained in health and safety and/or First Aider
- Knowledge of the Waste/Aggregate/Haulage market.
- P.A. skills and experience
- Financial and/or book keeping experience with an understanding of sage.
- Ability to offer ideas and thoughts for discussion to promote the development of the business.

If you are interested in this position, please email your CV and salary expectation to [careers@c8a.co.uk](mailto:careers@c8a.co.uk) or visit our website [www.c8a.co.uk/careers](http://www.c8a.co.uk/careers) where you can download an application form.

Medway Enterprise Hub  
Central Avenue, Chatham,  
Kent ME4 4TB  
+44 (0)1634 264582  
[info@c8a.co.uk](mailto:info@c8a.co.uk)  
[www.c8a.co.uk](http://www.c8a.co.uk)



2013 Winners  
Innovation Award



Best Recycled Product



Certificate Number 11259  
ISO 9001  
ISO 14001  
OHSAS 18001

Carbon8 Aggregates Limited  
Registered # 07247345  
Registered office:  
Montague Place  
Quayside  
Chatham Maritime  
Chatham  
Kent, ME4 4QU