



## Job Description (June 2018)

<b>Job Title</b>	<i>Site Administrator, Avonmouth</i>
<b>Department</b>	Carbon8 Aggregates, Avonmouth
<b>Reports To</b>	Site Manager
<b>Responsible For</b>	Office Administration
<b>Interacts With</b>	Site Manager, Senior Shift Supervisor, Production Staff, Plant Contractors, Head Office Administration, Customers and Suppliers
<b>Hours of Work</b>	37.5hours/week 0900-1700 Mon-Fri with a 1/2-hour unpaid break.

<b>Job Purpose</b>
<p>Reporting to the Site Manager the job holder will need to build a close working relationship with the Avonmouth team to ensure that all site admin, office records, appropriate to Avonmouth, are recorded, processed, and maintained in an accurate and diligent manner.</p> <p>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 Carbon8 is achieving 'best value'.</p> <p>The role will, by its very nature, exposes the individual to a high level of confidential information which needs to be treated and maintained with the upmost confidence.</p> <p>Provide cover and assistance on occasions for the Quality Control Technician.</p>

<b>Key Duties</b>
<p><b>Office Administrator:</b></p> <ul style="list-style-type: none"> <li>• Maintain and record all inward and outward deliveries to/from the 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.</li> <li>• Act as the first point of contact for customer and suppliers invoice/statement questions and queries and if unable to resolve these forward them to the appropriate person.</li> <li>• Within budget limits and controls, issue purchase orders and maintain records, logging receipt of goods and invoices, with routine and regular reviews of outstanding items.</li> <li>• 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.</li> <li>• Undertake occasional ad-hoc cost/benefit analysis, where directed, being able to independently research/contact 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.</li> <li>• 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.</li> </ul>

- 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 Carbon8 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, such as ad hoc projects, 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.

#### Key Skills / Experience

##### Essential

- Accurate, diligent, organised and conscientious.
- Being able to keep certain tasks and information confidential and private
- 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.
- Strong communication and people skills, with the ability to communicate clearly and concisely at all times, both written and verbal with high importance to providing excellent customer/supplier service.
- Must demonstrate deductive reasoning, analytical thinking and problem-solving skills.
- Able to be discreet and hold information confidential.
- Computer literate with a high level of numeracy and literacy skills
- Self-motivated and a willingness to learn new skills.
- Must be well versed in Microsoft Office.

#### Desirable Skills / Experience

- Trained in health and safety and/or First Aider
- Knowledge of the Waste/Aggregate/Haulage market.
- Note taking skills and experience.
- Able to demonstrate a good and positive attitude towards health and safety.

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.

**Closing date: 30/06/18**

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