



## Job Description (May 2018)

<b>Job Title</b>	<i>Office Administrator, Leeds</i>
<b>Department</b>	Carbon8 Aggregates, Leeds
<b>Reports To</b>	Site Manager
<b>Responsible For</b>	Office Administration
<b>Interacts With</b>	Site Manager, Senior Team Members, Production Staff, Customers and Suppliers
<b>Hours of Work</b>	37.5hours per week flexible to meet the needs of the business between 8am and 6pm Monday to Friday

### Job Purpose

Reporting to the Site Manager, the job holder will need to build a close working relationship with the Carbon8 team at all levels - from Site staff to the Senior Management Team - as well as with external customers (where appropriate), suppliers and contractors.

Provide administrative support for the Leeds Site Manager and the Leeds team to ensure that all admin and office records appropriate to the Site are 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 Carbon8 finances in general which will need to be treated and maintained with the upmost confidence.

### Key Duties

#### Office Administrator:

- To confidently handle incoming telephone calls and visitors to site and direct as required.
- Take responsibility for general filing and archiving of various documents.
- To assist in the 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 customers 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.
- Any other duties, such as ad hoc projects, as requested by the Senior Team and within the skills and knowledge of the jobholder will be expected from time to time.

- Assist in the maintenance and recording of all inward and outward deliveries to/from the site checking and verifying against various supplier invoices.
- Assist in the recording of on-site near misses, incidents etc on SharePoint.
- Maintain and record details of APCr, sand and cement deliveries as well as various on-site reports.
- Check all month-end reports for accuracy to assist in the processing of monthly invoices and the Site Manager's reports.
- On occasion, provide cover for basic lab testing in the absence of the site QCT.
- Within agreed budget levels, assist in the issuing of purchase orders for the Leeds site and maintenance of the records, logging of receipt of goods and invoices as well as routine and regular reviews of outstanding items.

### Key Skills / Experience

#### Essential

- Accurate, diligent, organised and conscientious.
- Flexible, self-motivated and a willingness to learn new tasks.
- A positive 'can-do' attitude.
- Being able to keep certain tasks and information confidential and private.
- Willingness to be innovative and work under own initiative.
- Ability to plan, prioritise and organise various tasks at the same time.
- Strong attention to detail and ability to work to deadlines.
- Sound judgement skills with a rational and flexible approach to work.
- Good 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.
- Computer literate in Word, Excel, PowerPoint and email with a high level of numeracy and literacy skills
- Provide cover and assistance on occasion for the Site QCT.

### Key Skills / Experience

#### Desirable

- Experience within an office administration environment.
- Trained in Health & Safety and/or First Aider
- Able to demonstrate a good and positive attitude towards Health & 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.

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