**Hours:** 40 per week

**Title:** Weighbridge Administrator

**Location:** Swadlincote

**Salary:** Negotiable depending on experience

**Holidays:** 22 per annum + 8 days public/bank holidays

**Reporting to:**

Operations Manager

**Duties and responsibilities**

**Specific:**

* Operation of the company’s weighbridge to ensure effective control of goods in and goods out;
* Undertake administration tasks associated with the operation of the weighbridge;
* Undertake the role of receptionist for the Operations Department, including but not restricted to the following:
  + Answering the telephone;
  + Meeting and greeting visitors and contractors;
  + Making travel arrangements.

**Duties and responsibilities**

**Generic:**

Undertake general administration tasks as required, including but not limited to the following:

* Data entry;
* Photocopying;
* Filing
* Ordering stationery;
* Checking invoices against agreed rate sheets;
* Scanning, faxing and emailing.

**Person specification:**

The successful applicant will have:

* A co-operative attitude and be able to work well within a team;
* Excellent communication skills;
* The ability to complete work to a high level of accuracy;
* Experience of working in a busy office environment would be advantageous.