**Job Summary:**

We are currently seeking an Administrator/Weighbridge Operator to join our dedicated team. As a Weighbridge Operator, you will play a vital role in the accurate measurement and recording of materials entering and exiting our facility. Your attention to detail and commitment to ensuring compliance with safety and environmental regulations are crucial in maintaining our high standards.

**Key Responsibilities:**

* Operate the weighbridge system to accurately measure and record the weight of materials received and dispatched.
* Ensure that all vehicles entering and exiting the facility follow the prescribed safety and environmental procedures.
* Verify and cross-check all materials being received, ensuring they match the accompanying documentation.
* Collaborate with drivers, customers, and site personnel to ensure smooth and efficient material handling processes.
* Generate and maintain accurate records of materials transactions.
* Update systems and communicate loads in an out where necessary.
* Monitor and report any discrepancies, safety concerns, or operational issues.
* Adhere to all safety guidelines and procedures.
* Minimal administrative tasks to carry out including raising purchase orders and monitoring shared e-mail account.

**Qualifications:**

* Previous experience as a Weighbridge Operator is preferred but not required.
* Previous experience in an administrative role is preferred but not required.
* Knowledge of weighbridge systems and their operation.
* Strong attention to detail and accuracy.
* Effective communication and interpersonal skills.
* Commitment to following safety and environmental regulations.