



Chilton Waste Services

Job Description - Weighbridge Administrator

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| Hours of work: | Hours 7am – 4.30pm (30 minute lunch break) , alternate Saturday Overtime 7am -1pm |
| Holiday: | 20 days plus Bank Holidays |
| Salary: | £18,000 (Reviewed after 3 month probationary), Overtime paid at time and a half |
| Type of contract: | Permanent Full time with 3 month probationary period. |
| Accountability: | Ongoing to general Manager Monthly during 3 month probationary period Standard Company policy of 6 monthly individual reviews. |
| Main Purpose: | To receive, control and process vehicles arriving on site. To maintain accurate records for the production of reports and invoicing. |
| Key Result Areas: | To control traffic movements to maintain safety and compliance To process vehicles efficiently within the constraints of site procedures and legislation. To produce accurate information that can be used for reports, compliance, disputes and invoicing. |
| Key Challenges: | Working in an environment that is dictated by the nature of the environment Dealing with drivers on a face to face basis. Producing accurate information that will be relied upon. Enforcing aspects of Health and Safety and site procedures. |
| Interfaces: | Yard Staff – by radio communication to control traffic movements Skip Hire team – to assist in taking phone orders. General Office team. |
| | Full Company uniform and appropriate protective clothing provided. |

Chilton Waste Services specialises in waste collection, disposal, recycling and container hire in the Oxfordshire and Berkshire area. We are continually expanding the business, looking for development and growth opportunities. You will be joining a team of 30 employees which includes drivers, yard staff, administration and management.

