

RK BELL
JOB DESCRIPTION



Civil Engineering - Surfacing - Plant

Job Title: Plant & Materials Administrator

Reports to: Plant & Materials Manager

Job Summary: You will be a strong team player with exceptional interpersonal and communication skills and have the ability to demonstrate initiative. Diplomatic and discreet in approach, you will be able to manage a complex and demanding workload, be able to work to deadlines and have the ability to assimilate large quantities of written and verbal communication quickly.

You must have an interest in construction and plant hire. The role will be very diverse and hands on so you will get your hands dirty!

MAIN DUTIES AND RESPONSIBILITIES:

- Obtaining pricing and quotes from suppliers
- Raising purchase orders as required for the RK Bell Group on Integrity Evolution M software
- Chasing suppliers for deliveries as required
- Being the first point of contact for phone calls to the department from:
 - Suppliers
 - Sales
 - Customers
 - On-site staff
- Processing Goods received notes
- General administration duties
- Workshop & Yard
 - Stock taking
 - Lifting and moving equipment
 - Ensuring plant and other pieces of equipment have up to date calibration/service certificates.
 - Booking in plant/equipment in for calibration/service

Key Responsibilities

- Ensure that orders are placed in a timely and accurate way
- Seek to ensure that suppliers and customers receive a professional and courteous service

"The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post."

PERSON SPECIFICATION

JOB TITLE

Key Skills Required

- Good organisation skills
- High level of self-motivation and ability to work proactively
- Ability to organise own workload to deadlines
- IT skills to include: confident use of websites, Microsoft Office, databases & spread sheets. Knowledge of Syrinx tool/plant hire software would be an advantage.
- Good time management
- Good telephone manner
- Desire to succeed
- Flexible attitude and ability to work under pressure
- Highest standards of honesty, confidentiality, integrity and reliability
- Enthusiastic and outgoing manner
- Polite and calm manner at all times
- Excellent communications skills, face to face, over the telephone, in formal communications (e.g. reports to other professionals) and by email.
- Excellent attention to detail, with the ability to maintain a high level of accuracy
- Demonstration of the ability to work under sustained pressure and to tight deadlines
- Ability to work on own initiative
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times

DESIRABLE

Job related skill and knowledge

- Integrity Evolution M Purchase Software – on the job training will be provided
- Syrinx – Plant Hire Management Software – on the job training will be provided
- Conversant with Microsoft Office
- Some Knowledge of Plant / Tools / Materials would be beneficial
- Driving Licence is advantageous although not essential

Personal Qualities

- Excellent time management and organisational skills
- Confident and comfortable with working with people at all levels.
- Positive and flexible attitude
- Open and trustworthy

Qualifications

- Good numeracy and literacy skills
- GCSE English and Maths or equivalent

TERMS AND CONDITIONS

- Salary: Up to £25,000.00, dependant on age and experience. Final salary will be agreed upon appointment of the successful applicant.
- Hours of work: 45 hours per week, Monday to Friday
- Annual leave: 23 days + 8 public holidays per annum
- Pension: You will be given the opportunity to join the RK Bell Pension Scheme so long as you meet the auto-enrolment criteria.
- Baseline Personal Security Standard (BPSS): All employees must be willing to undergo BPSS and obtain a DBS (Disclosure & Barring Service) certificate. This standard is designed to provide a level of assurance as to the honesty, integrity and values of individuals who are required to work at a Nuclear Licenced Site, or who may have access to Sensitive Nuclear Information.
- Critical Medical: You will be expected to undertake an assessment of fitness for safety critical work only where it is necessary, or when requested by the main contractor.
- Drug & Alcohol: RK Bell reserves the right to carry out alcohol and drugs testing on all employees in the workplace.
- Health & Safety: You must look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we comply with current legal and organisational safety regulations.
- Performance Review: Overall performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary.
- Equal Opportunities: At RK Bell, it is our stated policy to treat all workers and job applicants equally and fairly, irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability ('protected characteristics' as per the Equality Act 2010).

I have read, understood and accept the contents of the job description

Signed: Dated:

Print name: