

Administrators – Job Specification

Job Title: Administrator
Job Location: Tunstall, Stoke on Trent, Staffordshire, UK
Salary: £20k p.a.
Contact: david.morgan@cobaltenergy.co.uk

Job Purpose: Stoke Operations Limited (SOL) are an Operation and Maintenance (O&M) service provider who have been awarded a 5-year agreement to operate and maintain a new Clinical Waste Incinerator Facility, located near Tunstall, Stoke on Trent, Staffordshire. The Facility is owned by Clinitek (Stoke) LLP and will process up to 16000 tonnes of clinical waste per annum whilst generating electricity for export. SOL is a subsidiary of Cobalt Energy Limited (CEL) who are a renowned thermal renewables and environmental engineering, service provider. CEL have been established for over a decade and have been successfully operating in the renewable power generation sector throughout this period.

SOL are looking to appoint an Administrator for the new Facility to undertake clerical and senior management support duties. You will also provide administrative support services for our other clinical waste incinerator plants' O&M companies. In this role you will report directly to the Facility Plant Manager.

This is a full-time (40 hours per week), office-based role.

Job Duties:

- Liaise with CEL procurement, accounting, payroll, etc. service departments as required
- Provide administration support for the Plant Manager in accordance with contract reporting (KPIs)
- Provide administration support for the Plant Manager with budgets, profit and loss and balance sheets
- Undertake the administration of procurement activities to the prescribed procedures as instructed
- Provide general administration support to senior management team
- Provide administrative support services for our other clinical waste incinerator plants' O&M companies
- Deal with incoming and outgoing post
- Meet and greet visitors to the Facility
- General filing and archiving activities
- Manage reception telecommunications, via phone, email etc., in a confidential and professional manner
- Maintaining a clean, safe and orderly office environment, to the prescribed standard
- To understand and comply with all health, safety and environmental policies and legislation

Qualifications/Experience/Skills:

- Suitable knowledge and experience gained in a similar role highly desirable
- Intermediate IT skills in MS Word and MS Excel
- The administration of operational accounts, procurement, HR, KPI reporting, payroll, etc., would be advantageous
- Proven communication and coordination skills
- An excellent team player
- A proficient multitasker with organisational skills to match
- A clean and valid driving license, would be advantageous but not essential