

## North Midlands Operations – Job Specification

<b>Job Title:</b>	Technical Administrator
<b>Reporting to:</b>	Plant Manager
<b>Responsible For:</b>	None
<b>Salary:</b>	£26-28k depending on experience
<b>Location of Role:</b>	North Midlands Operations, EFW Plant, Wolverhampton, WV1 1QB

### Job Purpose:

The key aim of this role is to provide administrative services and technical support to the Plant Manager, Operations Manager and Maintenance Manager.

The key metrics are accounting, procurement, purchase orders and general administration.

### Roles and Responsibilities

- Liaise with CEL procurement, accounting, payroll, etc. service departments as required.
- Administration support for the Plant Manager in accordance with contract reporting (KPIs)
- Administration support for the Plant Manager with budgets, cash flows etc.
- Undertake the administration of procurement activities to the prescribed procedures as instructed.
- Provide general administration support to senior management team.
- Obtaining quotes as requested
- Raising Purchase Orders through Sage
- Management of delivery paperwork (2-way match, receipting on Sage)
- Chasing outstanding deliveries and dealing with delivery issues
- Daily Management of Service Contracts
- Dealing with invoice queries
- Monitoring the Permits/Licenses ensuring all are valid.
- Co-ordinating with Environmental Team on Duty of Care
- Monitoring/tracking of waste collected from site (WTN's)
- Provision of documentation required for the Environmental Agency on a monthly/quarterly basis (Residue 1, Quarterly Waste Returns)
- Provide support with updating CMMS (Altair)
- Contribution to the monthly management report
- Management of PPE Issue/Cupboard and stationery
- Administrator for the NAS system
- Documental control & tracking of all documents on NAS
- Filing of all site documentation
- To understand and comply with all health, safety and environmental policies and legislation.
- Contribution to the ISO process of certification

### Key Accountabilities

- Invoice queries
- Raising Purchase Orders
- Reporting of all monthly quarterly and yearly KPI's For CWC.
- Reporting of all compliance related requirements to the Environment Agency in the timeframes required

### Systems & Processes

- Altair CMMS
- Sage accounting
- NAS (IBMS)

## Application details

Please send a cover email and CV to the Group HR department: [hr@cobaltenergy.co.uk](mailto:hr@cobaltenergy.co.uk)

*We would politely request no agencies please; we do have existing arrangements with agencies who perform an excellent service, but we maintain several approaches to the recruitment of new staff, and we are not looking for any new agencies at this time.*