

North Midlands Operations – Job Specification

Job Title:	Technical Administrator
Reporting to:	Plant Manager
Responsible For:	None
Salary:	£26-28k DOE
Location of Role:	North Midlands Operations, EFW Plant, Wolverhampton, WV1 1QB

Aim of the role:

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

Key Metrics:

- CMMS
- Procurement
- Purchase orders
- General administration

Role & Responsibilities:

- Liaise with CEL procurement, accounting, payroll, etc, and other service departments as required.
- Provide lead support with the running of the site CMMS (Computerized Maintenance Management Software: Altair) Some understanding of site maintenance would be advantageous.
- Cover for the Senior Administrator during holidays and sickness (with the below duties)
- 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
- 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)
- Contribution to the monthly management report
- Management of PPE Issue/Cupboard and stationery
- 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

Application details

Please send a cover email and CV to the Group HR department: 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.