Weighbridge Operator

We are recruiting for a full-time Weighbridge Operator to work at our recycling centre in Millennium Park, D11 PN52. Due to site location, own transport would be required.

This role plays an integral part of the smooth operation of our recycling site.

This role ensures that the materials and vehicles are weighed in and out of site, quality checks are carried out and help ensure the high standards of our site are maintained at all times.

Your duties and responsibilities include:

● Weighing all vehicles moving in and out of the site, ensuring waste transfer notes are received/issued as required.

● Controlling traffic flow within the weighbridge area.

● Taking phone calls from customers and suppliers.

● Updating spreadsheets with accurate information, ensuring tonnages are recorded correctly.

● Ensuring all site visitors sign in the visitor's book and have appropriate PPE. ● Admin duties as required, answering emails, dealing with queries, etc.

● To understand the site permit to ensure waste types being brought to site are acceptable. ● Reporting any weighbridge defects to the site manager.

● Assisting in production of outbound paperwork.

● Answering queries from accounts.

● Monday to Friday with the occasional Saturday and/or Sunday morning as and when required.

● Good understanding of Microsoft packages i.e. Outlook/Excel

● Good communication skills and a can-do attitude.

● High attention to detail and accuracy. Some experience with weighbridge administration preferred but full training will be provided to the right candidate.

Benefits:

● Free parking on-site - due to site location, own transport is required.