

VACANCY BULLETIN	
Closing Date:	28th January 2020
Job Title:	Site Administrator
Location:	Gainsborough

JOB PROFILE: To provide administrative function in relation to accurate input and administration of wages, sickness and holidays, stocktake, checks and transfers. To provide records and reports in relation to production, stock, wages and attendance, and ensure that company records and documentation are maintained. **KEY RESPONSIBILITIES: PAYROLL:** To prepare, process and distribute payroll, transferring relevant data from daily production sheets to wages system, ensuring they are signed by relevant manager and filed. Provide wages information, and forms for new starters, leavers, wage increases and changes of address, to Central Payroll. Check all payslips and record holidays and sick days onto computer system/personnel records. Ensure relevant self-certifications are sent out and any SSP recorded. Distribute weekly and monthly payslips and resolve wages queries

PRODUCTION ORDERS AND DATA INPUT: Ensure released orders, despatch notes and invoices are collated as appropriate and signed off before processing; Carry out stock transfers, booking in outbound tickets, BOFG orders; Input Production followed by Cogi check and resolve Cogi errors; Create and input of stock checks; Input sand/cement deliveries and granule orders; Close production orders; Assist with stock-taking procedures as specified. **REPORTING AND RECORDING:** Produce monthly and weekly reports as specified; Daily duties include input of production figures onto spreadsheet, calculation of utilisation, manufacturing breaks and changeover times; Produce and maintain monthly attendance sheets, salaried staff absentee and holiday records; Weekly/monthly profit forecast; Collate weekly complaints; Monthly employee absence and Bradford Factor scores with associated actions

GENERAL SITE ADMINISTRATION: General administration for the site and management team; Maintaining filing systems for all appropriate documentation including signed production sheets, payslips and signed computer printouts; Preparing and sending approved HR related letters and documentation, and maintenance of operatives personnel records held on site; Maintaining necessary confidentiality at all times if involved in any HR related duties, where if in any doubt of level of confidentiality, to seek understanding from line manager or HR team. Other duties that are within the job holders capability

QUALIFICATIONS, EXPERIENCE, SKILLS, KNOWLEDGE, BEHAVIOURAL PROFILE: Highly confidential; IT literate including ability to input and create spreadsheets and graphs; Skill and ability to effectively make use of range of communication methods with excellent written oral communication and listening skills, possessing a professional phone manner and consultative approach / tone of voice; Ability to create reports and meet deadlines, planning, prioritising and time management; Customer service skills; Positive can-do attitude that strives to continuously improve; Highly organised with ability to prioritise tasks and work efficiently and accurately with a clear focus on quality; Attention to detail; Ability to work as part of a wide and varied team within a busy environment; Flexibility to carry out, and to re-prioritise when necessary, duties that are within the jobholders capability

Marley Ltd places the highest priority on employee safety. All employees are expected to work safely at all times, proactively contributing to the continued improvement in health and safety performance, and the Company's positive safety culture.

To apply for this position please send your CV and salary expectations to careers@marley.co.uk or post to HR Careers, Marley Ltd, Lichfield Road, Burton-On-Trent, DE14 3HD. **Recruitment Agencies: Marley does not accept any speculative approaches to present candidates for advertised vacancies**