



## Site Operations Administrator Westbury

**Hills Waste Solutions requires a Co-ordinator at our Northacre Resource Recovery Centre (NRRC) in Westbury. Working for the Plant Manager, the role will co-ordinate NRRC site support operations.**

Key responsibilities:

- be the first point of contact for enquires and liaise with third parties
- support the operation through the purchasing and stock control of essential consumables
- maintain and update various records and systems, including training
- monitor product stock levels (maintain records, arranging collections and shipping in the UK and export overseas of product)
- assist the Plant Manager in day to day administrative duties
- arrange and attend meetings as well as providing note taking duties.

The successful candidate must be highly organised, proficient in the use of Microsoft Word and have good Excel skills. You will need to be able to learn new systems effectively, have an excellent telephone manner with good communication and interpersonal skills.

If you are interested in applying for this role, send your CV to [join@hills-group.co.uk](mailto:join@hills-group.co.uk) quoting vacancy reference HGL1361.

*The Hills Group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.*

[www.hills-group.co.uk](http://www.hills-group.co.uk)