



# Plant Administrator

## Runcorn

PVCR Ltd are looking to recruit a Plant Administrator for our recycling facility in Runcorn. PVC recycling is a convenient, economical and socially responsible way of protecting our environment. As a subsidiary of REHAU Group UK, PVCR is focused on growing the circular economy and we see innovation within PVC recycling as pivotal to our global sustainability strategy. By recycling post-consumer PVC windows and doors, PVCR minimises waste costs whilst realising the future value of recycled PVC and reducing the impact on landfill.

### Your role:

This role will support the existing administration team with a variety of tasks with full training provided to the successful candidate. Duties will include:

#### Production Paperwork

- Log each net weight for each load, maintaining a running total each day;
- Log weights out for waste & metals;
- Complete the packing lists & dispatch notes for finished products & goods out.

#### Purchasing

- Assist with the ordering process on SAGE, ensuring quotes are approved by the correct department and input onto SAGE;
- Send orders to suppliers;
- Marking orders as complete once the delivery note has been signed and handed over.

#### Goods In Processes

- Weighing goods in via the Weighbridge, ensuring any deductions are made (boxes, pallet weight);
- Weighing goods out via the Weighbridge, ensuring any deductions are made (pallet weight);
- Ensure all details are put onto the tickets;
- Input the details onto the ticket log and complete relevant transportation documents, before handing to the accounts department for invoice process;
- Control the booking of skip exchanges;
- Mark off deliveries from the schedule;
- Ensure drivers adhere to site rules.

#### General Admin

- Record staff holidays;
- Ensure office supply stock levels are maintained;
- Assist with the health & wellbeing posters/content for the boards;
- Other duties as business requires.

### Your profile:

The successful candidate will have:

- Excellent competence using Microsoft Office Suite (essential);
- Excellent communication skills;
- Experience using SAGE (desirable);
- Strong interpersonal skills;
- Highly organised with excellent time management skills;
- Impeccable attention to detail;
- Ability to multi-task;
- A great attitude towards teamwork and continuous improvement, with a can do attitude;
- Experience working in an administration role in a manufacturing, logistics or waste management industry is desirable however we rate enthusiasm and a desire to learn higher than specific qualifications and experience.

Working hours are Monday to Friday, 37.5 hours per week - 8:00am-4:30pm Monday to Thursday, 8:00am-3:30pm Friday. Full time office based.

Interested?

Please send your CV to [sophie.meek@rehau.com](mailto:sophie.meek@rehau.com)

[www.pvcr.co.uk](http://www.pvcr.co.uk) [www.rehau.uk](http://www.rehau.uk)

