

HUMAN RESOURCES

POSITION DESCRIPTION WEIGHBRIDGE ADMINISTRATOR

REPORTING TO: BULK LOGISTICS MANAGER

ISSUE DATE: NOVEMBER 2018

PRIMARY POSITION OBJECTIVE:

- To oversee the weighbridge operations at Van Diemen Quarries Mt Oriel, Breadalbane site and provide a combination of administrative & financial services.

MAJOR ACCOUNTABILITIES:

- Assist customers and handle any major weighbridge queries concerning loads and products;
- Operate, update and maintain 'ClearWeigh data' weighbridge software;
- Manage the monthly invoicing within established timeframes & guidelines and provide assistance to customers regarding invoicing and products;
- Further develop 'ClearWeigh' weighbridge software reporting processes and use these to monitor business activity and sales data;
- Supervise and train customers and employees in 'ClearWeigh' weighbridge software;
- Direct traffic visiting site, recording vehicles that enter/leave the site;
- Maintain the weighbridge and general area of the weighbridge including office in a clean, tidy and hazard free condition;
- Adhere to licencing guidelines and collate monthly data for environmental reporting;
- Produce documents and reports as required;
- Deal with incoming and outgoing email, and post;
- Ensure compliance with all aspects of the company's OHSE principles and practices whilst performing duties and responsibilities
- Assist with general administrative duties and customer service;
- Direct calls and respond to enquiries;
- Perform other duties as directed;

QUALIFICATIONS & EXPERIENCE:

The person in this role will ideally possess the following characteristics:

- Knowledge and experience with weighbridge software (preferable);
- Previous operational and high-level administration experience within a similar industry;
- Excellent organisation skills with the ability to work independently and as part of a small team
- Ability to exercise initiative with established procedures and policies;
- Excellent customer service skills with the ability to effectively handle customer disputes;
- Excellent financial skills in a broad range of areas including invoicing, reporting and reconciliations;

- Ability to identify and document appropriate work procedures and assess & improve weighbridge processes;
- Ability to effectively supervise and train customers & employees in 'ClearWeigh' weighbridge software;
- Current Tasmanian driver's licence;
- Excellent computer literacy (MS Office, Excel, Word);
- Highly developed communication skills that enable effective communication between employees, subcontractors, internal management and clients;
- Willingness to undertake relevant training courses as required;
- Honesty & reliability;

EXTENT OF AUTHORITY:

- Freedom to act within defined/established guidelines and company policies
- Purchases may be made in line with Van Diemen Quarries purchasing policy and procedures

EMPLOYEE CONSENT:

I have read understood and accept the responsibilities of this position with Van Diemen Quarries Pty Ltd and agree to the conditions of employment.

EMPLOYEE SIGNATURE		DATE:	
GENERAL MANAGER SIGNATURE		DATE:	