

Plant Administrator

[Apply Now](#)

Company: Cityscape Recruitment

Location: Hertfordshire

Category: other-general

ABOUT THE ROLE

As the Plant Administrator, your role will support the ongoing operations of this contractor. Helping organise, report, and maintain the flow of information within the plant department, your role will include the following duties:

Inputting data on to Coins software package.

Filing plant certificates

Creating Job cards for plant maintenance

Dealing with site requisitions

Professionally and effectively communicate with internal and external customers

Arranging and booking tools in and out

Responding to customer enquiries about heavy plant/small tools hire by either phone or email.

Process and complete the flow of picking lists, and delivery/collection notes.

Liaise with other team members including workshop, transport, suppliers, customers, etc to ensure the smooth running of the department and to comply with company policies & standards

Assist in managing the yard off-hire book.

Collecting and analysing data

Maintain the Company filing procedures

General administration duties and assistance to the Plant Department including inputting data onto spreadsheets.

Maintain Client database, acting as “Point of Contact” for Client Events.

Internal plant lists for sites

Check sheets and photos of machinery

Fitter/Welders weekly allocation sheets

Updating machines weekly hours

The duties and responsibilities set out may be varied from time to time to reflect the changing environment and pressures the business may face.

REQUIREMENTS

This position is required Monday to Friday, 7:30am to 5:00pm each day.

I am looking to consider candidates who have worked in similar roles with other contractors or businesses in the past. This opportunity is immediately available.

REWARDS AND BENEFITS

I am looking to consider anyone looking to earn around £25,000 to £30,000 per annum plus benefits. 21 days annual leave will be included along with a company pension and access to office benefits.

[Apply Now](#)

Cross References and Citations:

1. [Plant AdministratorWorkfromhomejobs](#) [Jobs Hertfordshire Workfromhomejobs](#) ↗
2. [Plant AdministratorPhilippinesjobs](#) [Jobs Hertfordshire Philippinesjobs](#) ↗
3. [Plant AdministratorSearchEuropeanjobs](#) [Jobs Hertfordshire SearchEuropeanjobs](#)



4. [Plant Administrator Welding jobs Jobs Hertfordshire Welding jobs ↗](#)
5. [Plant Administrator Usajobs career Jobs Hertfordshire Usajobs career ↗](#)
6. [Plant Administrator Netherlands jobs Jobs Hertfordshire Netherlands jobs ↗](#)
7. [Plant Administrator Osaka jobs Jobs Hertfordshire Osaka jobs ↗](#)
8. [Plant Administrator Searchuk jobs Jobs Hertfordshire Searchuk jobs ↗](#)
9. [Plant Administrator Search American jobs Jobs Hertfordshire Search American jobs ↗](#)



10. [Plant Administrator Denver jobs Jobs Hertfordshire Denver jobs ↗](#)
11. [Plant Administrator Netherlands jobs Jobs Hertfordshire Netherlands jobs ↗](#)
12. [Plant Administrator Search London jobs Jobs Hertfordshire Search London jobs ↗](#)
13. [Plant Administrator Gynecologist jobs Jobs Hertfordshire Gynecologist jobs ↗](#)
14. [Plant Administrator South Africa jobs Jobs Hertfordshire South Africa jobs ↗](#)
15. [Plant Administrator Job Pakistan Jobs Hertfordshire Job Pakistan ↗](#)
16. [Plant Administrator Wow jobs Jobs Hertfordshire Wow jobs ↗](#)
17. [Plant Administrator Bouncer jobs Jobs Hertfordshire Bouncer jobs ↗](#)
18. [Plant Administrator Norway jobs Jobs Hertfordshire Norway jobs ↗](#)
19. [Plant administrator Jobs Hertfordshire ↗](#)
20. [AMP Version of Plant administrator ↗](#)
21. [Plant administrator Hertfordshire Jobs ↗](#)
22. [Plant administrator Jobs Hertfordshire ↗](#)
23. [Plant administrator Job Search ↗](#)
24. [Plant administrator Search ↗](#)
25. [Plant administrator Find Jobs ↗](#)

Source: <https://uk.expertini.com/jobs/job/plant-administrator-hertfordshire-cityscape-recruitment-53b6354faa/>

Generated on: 2024-05-02 by [Expertini.Com](#)