

Weighbridge Administrator

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Company: ASC Connections

Location: Willenhall

Category: management

A Weighbridge Administrator / Customs Controller is required to join a waste management company based near the Darlaston area. Working in a heavily regulated environment, this role will be based fully on-site where you will be responsible for accurately monitoring materials entering and leaving the site.

Working within the customs team, you will be -

Preparing delivery paperwork for drivers

Weighing company vehicles leaving and entering the site

Accurately capturing stock information entering and leaving the site

Receiving, recording and uploading information regarding stock onto the database

Assisting with the planning of overseas material being dispatched offsite

Any other associated administration as required Ideally you will have experience of -

Working as a Customs Administrator, Weighbridge Administrator or Goods In/Out Controller

Using Office and Excel to a strong level

Knowledge of ADR regulations

Good customer service; able to confidently communicate with drivers, suppliers & internal

teams On offer for this Weighbridge Administrator -

Working hours Monday - Friday 9am - 5:30pm (office-based)

Salary of £26,000p/a

Free parking on-site if you are interested in this Weighbridge Administrator role, please apply today.

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