

Job description

Title: Weighbridge Operative and Administrator

- Full time, 40 hours per week (to include occasional weekend work)
- Portland, Dorset

The Company

Viterra is a world-leading, fully integrated agriculture network that connects producers and consumers to supply sustainable, traceable and quality-controlled agricultural products. The Group sources commodities such as grains, oilseeds, pulses, rice, sugar and cotton and supply them around the world and employs 17,500 talented people, operating in 37 countries. The UK operation, based in Thame employs 60 staff and is primarily involved within the UK Grains and Feeds markets.

Summary of the Portland Facility

Our Portland facility comprises of 2 warehouse sites, one totalling 75,000 square feet in warehouse capacity and an additional state of the art 144,000 square feet facility with a portside presence for discharging and loading vessels using our own stevedoring equipment including a new 380 metric tonne hybrid crane. Our network of global port terminals means we can provide a guaranteed service to our consumers. Our people operate all aspects throughout which allows us to accurately manage the quality, quantity and delivery of our commodities.

Position description

We are looking for a Weighbridge Operative and Administrator to join our small team at our Portland facility. As Weighbridge Operative you will report in to the Site Manager and you will be working alongside others to help facilitate the delivery, storage and export of grain and other commodities used in the food, animal feed and drinks industries amongst others.

Day to day tasks

- Take full ownership and responsibility of the weighbridge when on shift
- Coordinate site radio communications
- Administration for TASC compliance
- Take weekly temperatures of products in stock
- Take samples of out loaded product at required intervals
- Work alongside Site Manager, Health and Safety Officer and Maintenance Engineer, supporting with any administrative needs
- Dealing with outside contractors
- Daily meter readings for electricity, water and diesel
- PPE stock management and orders
- Ordering parts and consumables
- Accurate recording of ship discharge paperwork
- Traffic control during discharge
- Weighbridge cleaning duties for two weighbridge sites
- General yard duties and cleaning
- Site safety and security
- General office administration eg collating daily timesheets and daily check sheets

Required skills and experience

- Administration knowledge and experience
- Good eye for detail and numeracy
- Clear and confident communication skills
- Organised and willing to take ownership of weighbridge
- Willingness to get stuck in and help where required
- You must have a positive attitude and the flexibility to work shifts
- You must hold a full UK driving license

Desirable skills

- If you have worked in a similar environment or industry, that would be advantageous (production, warehouse, ports, shipping)
- An interest in learning to operate on-site machinery (loading shovel and bobcat)

Personal Attributes

- Self motivated and able to work on own initiative
- Confident and proactive
- Positive outlook
- Team player
- Natural problem solver and inquisitive nature
- Good sense of humour

Location: Portland, Dorset

Working hours: 8.00-5.00pm Monday to Friday with flexibility to cover the weighbridge during ship discharge operations

Reporting to: Site Manager

Company Benefits

Salary Range: commensurate with experience and industry knowledge

Holiday: 20 days plus bank holidays

Annual discretionary bonus scheme (paid monthly after qualifying period), 10% company pension contribution, private healthcare (after qualifying period), life insurance and income protection.

To apply for this position, send your CV and covering message to thame.hr@viterra.com