**Production Administrator**

**Location: Burton on Trent**

**Salary: Competitive (\*Please state your salary expectations on your application)**

**About Russell Roof Tiles**

Owned by Russell Building Products Ltd, the Company has over 126 years industry experience of manufacturing an extensive range of innovative concrete roof tiles and fittings which are suitable for both commercial and housing projects. Our clients include all the major national house builders, numerous local authorities, Primary Care Trusts and care home providers as well as numerous commercial projects.

We’re passionate for employee engagement and believe that employees are the most important asset to our business. Therefore, we offer our staff training and development opportunities to allow them to reach their full potential and realise their career aspirations.

We are on the look out for an enthusiastic, highly organised and good all-rounder with sharp attention to detail to work in our Burton Production Office.

For the right candidate, this role holds great opportunity to develop into other areas of the business over time.

This role will involve providing administrative support to the site Production and Operations management and working with cross-functional teams to assist in achieving operational requirements.

**Role & Responsibilities**

 Your key duties will include:

* Adherence to Company Health & Safety working practices and legislative regulations
* Inputting all production figures and data into our ERP system
* Raising PO’s for production related items, orders and temporary labour
* Maintenance of the payroll spreadsheet and training matrix
* Updating H&S documentation and recording of H&S statistics
* Liaising with the HR Team on HR administrative duties including absence, wages and training
* Production of daily, weekly and monthly reports

**Full training will be provided as part of your induction.**

**Shift Pattern**

Rotating Shifts:

40 hours per week, 6am-2pm OR 7am-3pm

Perm Contract

Immediate start available but will wait for the right candidate

Develop your skills with our continuous training and development opportunities. Work for someone who believes in you!

**Person Specification:**

* Ideally a graduate although not essential
* NVQ L2 in Business Administration desirable but not essential
* IOSH Supervising Safely qualification advantageous (we will put you through this course if you do not already hold the qualification)
* Experience of producing reports
* Competent IT user (Microsoft Word, Excel, Powerpoint, Outlook)
* Confident and resilient
* Good analytical ability
* Personable and approachable
* Professional telephone manner
* Strong communication skills
* Effective time management and organisational skills

**Benefits**

* Free Parking
* Cycle Scheme
* Training & Development Opportunities
* 23 days annual leave plus bank holidays with additional days after qualifying period
* Generous Pension Scheme
* Health Surveillance Assessments
* Non-contributory Life Assurance
* Long-Service Awards

Plus social events, charity fundraising and employee recognition schemes!

RBP is an equal opportunity employer and is committed to treating all applicants alike. RBP does not treat any individual on grounds of sex, age, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation, disability or membership or non-membership of a trade union, less favourably than others. All vacancies advertised are open to all ages.