

Vehicle/plant/equipment administrator

Maylarch Environmental Ltd currently has a vacancy for a Vehicle/plant/equipment administrator.

The role will include, but not be limited to the following:-

- To monitor, record and issue all heavy plant and tolls
- To maintain company vehicles and plant.
- To ensure that all company owned equipment is maintained in accordance with the manufacturers recommendations and is carried out in by companies or individuals with recognised capability for the appropriate equipment.
- To organise, repair and retest all faulty or expired equipment.
- To arrange for all equipment to be tested and inspected/maintained as and when required. Plant & Equipment controller will advise when.
- To review plant, tools and equipment annually with Director to identify repeated deficiencies that may impair process capability.
- To ensure that manufacturers or their appointed agents or an experienced employee are the persons who repair damaged or broken equipment.
- To undertake and implement ordering and hiring of plant, materials, equipment and consumables in accordance with companies limits of authority and procedure 14 of procedures manual.

The ideal candidate will need the following skills and qualities:-

- Administration and IT skills including word, excel & outlook
- Organised and methodical
- Good communication and organisational skills
- Accurate and pays attention to detail.

The successful candidate will need to be over 18 (insurance reason) and hold a full driving licence

This is an exciting opportunity to join a forward thinking; friendly company committed to staff development and the post offers good potential for career development

About The Company

From our central location near Oxford and our new branch location in the South West, Maylarch covers a large part of the south of England offering asbestos surveying, asbestos removal and demolition services. Maylarch is recognised by our clients as being professional, reliable and technically excellent. Maylarch is a friendly company to work in and is committed to developing and training staff.

For further details or to apply for the above position with your CV and covering letter, please e-mail recruitment@maylarch.co.uk

Confidentiality Assured – Maylarch Environmental Ltd is an equal opportunities employer