

## Role Profile

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**Job Title:** Site Administrator  
**Department:** Composting  
**Reports To:** General Manager  
**Ref:** Ref-176, V1 – 29 July 2021

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### Role Overview

Responsible for TMS, telephone answering, HR tasks, ordering site material, composting system, horse manure collection and general duties.

### Main Duties

- Recruitment - support with the recruitment of new starters. Assist with the interview process and check references
- Employee support - contact for general employee queries. Support with the on-boarding of new employees
- TMS - Keep site TMS employee database up to date, ensure all new starters are set up, ensure managers are clearing anomalies on a daily basis and relevant information is updated as appropriate
- Absence Management - ensure procedures are followed, paperwork is completed and systems are updated. Liaise with HR for Occupational Health referral as required
- Formal Meetings - support managers with preparing for and scheduling formal meetings as required (absence triggers, disciplinary and grievance). Note take as required
- Probation Reviews - monitor and schedule with managers if required
- Leavers – process leaver details as appropriate with HR. Capture employees reason for leaving and hold exit interviews where appropriate
- Employee records - ensure files are created and kept up to date
- Company accommodation – complete house checks and ensure new employees have all the basics e.g. bedding etc.
- Ensure all raw materials are documented correctly and entered on our order system (PR3), prepare reports for Management
- Greet visitors, complete visitor sign in procedures and answer incoming phone calls
- Ensure all documentation is filed to a high standard
- Ensure all site material is ordered correctly and a PO is applied.
- Help organise our weekly despatch and contact all customers. Prepare delivery dockets and carry the delivery dockets through to the invoicing stage. Create all reports in relation to the daily/weekly despatch. Keep contact with Managers regarding any changes that may arise on a daily basis.
- Ensure raw materials are collected in a timely fashion and liaise with our drivers
- Keep Origin Green information updated
- Help with SOP's and environmental issues

This is not an exhaustive list and is subject to change and amendment.

### Competencies to perform the role

- Possess strong numerical, analytical and problem solving skills
- Good communication skills – Fluent in English verbal and written

- Good interpersonal skills
- Highly organised and display keen attention to detail
- Flexible personality – be able to demonstrate flexibility when faced with frequent operational changes
- Be able to maintain a positive attitude and answer calls in a courteous and polite manner
- Work well as part of a team (work productively with others) and also independently
- Able to work under pressure to tight deadlines
- Customer orientated both internally and externally
- Exercise good judgement, initiative and resourcefulness

**Performing the role in line with the Monaghan Cultural Values:**

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people
2. Forward Thinking: We think ahead and we think for the long term
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
4. Inspiring: We seek out new ways to excite and inspire each other
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact