



# Goods Inwards & Weighbridge Clerk

## Runcorn

PVCR Ltd are looking to recruit a Goods Inwards & Weighbridge Clerk for our recycling facility in Runcorn. PVC recycling is a convenient, economical and socially responsible way of protecting our environment. As a subsidiary of REHAU Group UK, PVCR is focused on growing the circular economy and we see innovation within PVC recycling as pivotal to our global sustainability strategy. By recycling post-consumer PVC windows and doors, PVCR minimises waste costs whilst realising the future value of recycled PVC and reducing the impact on landfill.

### Your role:

Duties will include:

#### Weighbridge Process

- Weighing goods in, ensuring any deductions are made (boxes, pallet weight);
- Weighing goods out, ensuring any deductions are made (pallet weight);
- Ensure all details are put onto the tickets;
- Input the details onto the ticket log and hand the blue tickets to the accounts department for invoice process;
- Control the booking of skip exchanges;
- Mark off deliveries from the schedule;
- Ensure drivers stick to the rules of weighing on and off;

#### Production Paperwork

- Log each net weight for each load so there is a running total each day;
- Log weights out for waste & metals;
- Complete the packing lists & dispatch notes for finished products & goods out;

#### Purchasing

- Assist with the ordering process on SAGE, ensuring quotes are approved by the correct department and input onto SAGE;
- Send orders to suppliers;
- Mark orders as complete once the delivery note has been signed and handed over;

#### General Admin

- Record staff holidays;
- Ensure office supplies are stocked and put in a purchase request for topping up on items i.e. stationery, coffee, milk, sugar etc;
- Assist with the health & wellbeing posters/content for the boards;
- Other duties as business requires.

Working hours will be Monday to Friday, 37.5 hours per week - 8:00am-4:30pm. Full time office based.

### Your profile:

The successful candidate will have:

- Experience working in a similar role (manufacturing, logistics or waste management industry is essential);
- Excellent competence using Microsoft Office Suite (essential);
- Excellent communication skills;
- Experience using SAGE (desirable);
- Strong interpersonal skills;
- Highly organised with excellent time management skills;
- Impeccable attention to detail;
- Ability to multi-task;
- A great attitude towards teamwork and continuous improvement with a can do attitude

Interested?

Please send your CV to [recruitment@rehau.com](mailto:recruitment@rehau.com)

[www.pvcr.co.uk](http://www.pvcr.co.uk) [www.rehau.uk](http://www.rehau.uk)