**Job Description**

**Company Secretary**

|  |
| --- |
| **Job Details** |

|  |  |  |
| --- | --- | --- |
| Reporting to: Michael Pike |  | Date: 1st July 2018 |

|  |  |  |
| --- | --- | --- |
| Department: Wet Waste |  | Location: Wokingham |

|  |
| --- |
| Responsible for: Administration Support |

|  |
| --- |
| **Job Summary** |

The Company Secretary is responsible for providing administration support for Operations team.

|  |
| --- |
| **Key Responsibilities** |

* Providing administration support to Operations team of Wet Waste including finalising costs to all jobs on system preparing all for invoicing. Making sure final invoicing all complete.
* Taking customer calls for Wet Waste enquiries, call outs, blockages etc. Issuing pricing info, taking visa payments. Scheduling works on system with order numbers and designate to correct driver.
* Booking in waste disposal with sites + issuing consignment notes. Chasing all disposal paperwork on completion to prepare with invoicing and checking suppliers waste bills match correctly on receipt.
* Keeping files of customers recurring contracted works. Scheduling day to day work on truckcom.
* Maintain all payroll for wet waste & car spares employees. Collecting, calculating and entering data to process both companies monthly payroll on sage. Keep on file holiday data.
* Company banking for all cash/chqs accounted for and listed individually then taken to bank.
* Signing of cheques and payments for bacs & chaps. Foreign transactions made at bank as and when required. Withdrawals collected for petty cash/wages etc.
* Payment approval with on line banking as and when required when accountant on leave.
* Prepare monthly spreadsheet for group accountant on WCS sales and expenses as per banking receipts.
* Any other reasonable task required by the company

|  |
| --- |
| **Key Skills** |

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* Excellent customer service skills and telephone manner
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team with limited supervision

|  |
| --- |
| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

|  |
| --- |
| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

|  |
| --- |
| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

|  |
| --- |
| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

|  |  |  |
| --- | --- | --- |
| Name: |  | Date: |

|  |
| --- |
| Signature: |

**Manager:**

|  |  |  |
| --- | --- | --- |
| Name: |  | Date: |

|  |
| --- |
| Signature: |