

JOB VACANCY: SITE MANAGER

We have an exciting new job opportunity for a site manager for our Glasgow sites. The role involves the day to day running of the site; dealing with both exports and imports, undertaking a range of manual and clerical duties, meeting all relevant targets for the receipt processing and distribution of materials. The post holder will work collaboratively with other senior management to ensure all tasks are completed in a timely manner and relevant targets are met; this will involve working beyond normal contracted hours and 'on call' as required to fulfil the needs of the role.

LOCATION: Glasgow sites, plus occasional nationwide travel.

WORKING HOURS: 43.75 hours per week, 07:45 - 17:00, Monday to Friday.

CONTRACT TYPE: Permanent

KEY RESPONSIBILITIES:

To assist the Company in its development of this site, its business and its people as follows:

- Be responsible for compliance with quality, environmental and health and safety standards in force at any given time, ensuring all workers follow safe working practices at all times;
- Ensuring there are sufficient resources and workers available to meet short, medium and long term objectives; liaising with your line manager and/or the senior management team (SMT) as appropriate;
- Management of the workforce, including their performance, on a day to day basis, using all available resources including performance development reviews and fostering good working relationships with colleagues, senior management and directors;
- Becoming familiar with all aspects of operating the site, its equipment and its people to enable efficient utilisation of resources, training needs identification and people development opportunities, providing cover for increased workloads and/or absence as appropriate;
- Liaising regularly with the site maintenance team leader and group maintenance manager to ensure all equipment and materials are kept in good repair, materials and supplies are ordered in a timely manner and the throughput of work is not interrupted;
- Working within the budgets set by the Company at any given time;
- Liaising with the purchasing managers and/or purchasing director to ensure development of good working relationships with suppliers and customers (current and new), retaining existing business and using local knowledge as appropriate;
- Supervision of the weighbridge and its operating officer, keeping fully briefed on metal market prices at all times;
- Planning and supervision of site logistics including the HGV fleet and shipping including regular liaison with the Company's transport manager to ensure sufficient resources and capacity are available at all times to support current workloads and new or expanding business;
- Liaising with shipping agents, stevedores, draft and quality surveyors and statutory bodies as required;
- Managing projects and on-site contractors as required;

- Attending and contributing to team meetings, producing and communicating progress reports in a clear and concise manner, preparing reports and plans for the Integrated Management System (IMS) and utilising all Company administrative systems;
- Liaising with your line manager to arrange cover for your own holidays;
- Carrying out any additional duties that may be reasonably requested from time to time;
- Complying with Company policies and procedures as defined in the Employee Manual and the post holder's terms and particulars of employment.

KEY COMPETENCIES

- Excellent people skills and the ability to manage and develop others;
- Ability to develop good working relationships with colleagues, customers and other business contacts;
- Professional approach to all aspects of work including but not limited to, relationships with customers and other professionals;
- Excellent time management and organisational skills;
- Ability to work under pressure using on own initiative, managing multiple tasks and meeting deadlines;
- Clear effective communicator; in person, in writing and on the telephone.

ESSENTIAL SKILLS

- Proven track record of working in a comparable role;
- Ability to identify new business opportunities and capitalise on them;
- Ability to deliver verbal and written reports to senior managers;
- Educated to GCSE level or equivalent with good literacy and numeracy;
- IT Literate with the ability to use a range of packages applicable to the role;
- A commitment to upskill as required to meet the changing needs of the business;
- Full, clean driving licence;
- CMS Certificate of Competence.

DESIRABLE SKILLS

- Ability to operate all plant machinery including but not limited to material handlers, wheel loaders, shear, FLT and cherry picker;
- A working understanding of environmental requirements within the metal recycling industry;
- Knowledge of draft and quality surveys;
- WAMITAB certification in a range of relevant modular elements;
- Health and Safety and/or First Aid Qualification (IOSH, NEBOSH etc.);
- Relative experience in environmental controls applicable to metal recycling and other associated processes.

APPLICATIONS:

Please register your interest by emailing Carol Galvin, HR Advisor recruitment@s-norton.com

Alternatively, please post your covering letter and CV to:

HR Department, S. Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

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