JOB VACANCY: WEIGHBRIDGE OPERATOR

Weighbridges are an essential element of the metal purchasing process; they are sited at each depot and are open typically between the hours of 06.45 to 17.00 on weekdays and 06:45 until 11:45 on Saturdays. This is a front-line role where attention to detail and excellent customer service is of paramount importance.

LOCATION: Long Marston

WORKING HOURS: 43.75 hours per week, 06:45 - 17:00, Monday to Friday

CONTRACT TYPE: Permanent

KEY RESPONSIBILITIES:

- Notifying the line manager of any anomalies, defects or concerns with the weighbridge
- Ensuring all drivers and visitors are wearing appropriate PPE
- Ensuring vehicles are not overloaded
- Notifying a senior manager of any vehicles containing material that needs to be directed to a quarantine area
- Directing vehicles to appropriate unloading areas via the yardman on duty at the time
- Weighing vehicles on and off site using computer-based weighbridge software
- Completing all documentation relating to the weighbridge and its associated processes and procedures, including but not limited to, a daily record of materials in and out of the site
- Communicating effectively with yard workers, vehicle drivers and other visitors to the site
- Maintaining the weighbridge office in a clean and tidy condition
- Attending progress meetings with your line manager or other members of the senior management team as necessary
- 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 conditions of employment
- Keep PPE/office stocks to a good standard and order other items when required

KEY COMPETENCIES

- Excellent time management and organisational skills
- Flexible approach to working hours to ensure the smooth operation of the weighbridge
- Ability to manage multiple tasks and meet deadlines
- An analytical, problem solving approach
- Excellent attention to detail
- Excellent literacy and numeracy skills
- Clear effective communication; in person, in writing and on the telephone

ESSENTIAL SKILLS

- Educated to GCSE level or equivalent standard in English and Maths
- Proven administration skills
- IT literate with the ability to use a range of packages applicable to the role
- An excellent work ethic
- Ability to use own initiative and work alone as well as part of a team

DESIRABLE SKILLS

- Proven track record of working in a comparable role
- NVQ Level 3 or equivalent in business administration
- A good understanding of environmental legislation and the benefits of recycling
- Experience of working in a similar role
- A full, clean driving license

APPLICATIONS:

Please either complete an application form or email your CV and covering letter to: recruitment@s-norton.com

POSTED: NOVEMBER 2026.

NO AGENCIES PLEASE.