

Project and Compliance Administrator

Reporting to: Project Manager

Remuneration: £22,000 - £27,000

Working Hours: 48 hours/week, some extended hour may be required.

Location: Rainham Marshes, Coldharbour lane, RM13 9YQ

Responsible for: Plant and site activities

The project: Land and Water Remediation are looking for a Project and compliance administrator to join our team at the Rainham Lagoons. We are restoring a wetland habitat, re-using material generated from our in-house dredging operations on the Thames, and major infrastructure projects. Our main site activity utilises our own wharf to unload and transport materials from barges, and managing the disposal of those materials once onsite.

The role: You will be responsible for operating the on-site weighbridge, administering waste transfer and commercial documentation, and refining the processes and procedures in all aspects of the site to comply with environmental regulations. The ideal candidate will be well-versed in environmental waste regulations and corporate governance best practices. The ideal candidate will have excellent IT and communication skills, patience, and work diligently to complete duties keeping in mind the business objectives.

Key responsibilities:

People

- Positive, helpful attitude in dealing with fellow employees and clients.
- A proactive attitude to H&S and people's welfare.
- Adhering to a positive and productive working culture.
- Manage your own performance. Conduct yourself in a professional manner and provide support to your colleagues whenever it is needed.
- Supporting the Project Manager with administrative tasks

- Work collaboratively with other members of the team and clients to ensure information is shared/distributed

Profit

- Operate the on-site weighbridge and complete necessary paperwork.
- Collection, administration and distribution of disposal documentation to respective stakeholders (duty of care and weighbridge tickets)
- Maintain full and accurate records of waste transfers into the site
- Administering the job enquiry process to ensure that new enquiries are logged and tracked.
- Monitoring and managing the weighbridge to ensure that all necessary information is captured
- General office administration

Planet

- Working in collaboration with the Group Environmental Scientist to assess material sampling/analysis against our environmental permit's parameters to ensure compliance with our permit.
- Managing the sampling and monitoring for site (WAC testing, borehole water sampling, waste returns etc.)
- Provision of information to regulatory bodies in an accurate and timely manner
- Continually refining the sites systems and processes

Values:

- **Passion & Excellence:** - pursue a can-do attitude; being proactive and owning your work. Challenge the status quo and love what you do
- **Respect** – be aware of your impact on others; value openness and carefully listen to the review of others. Respect your colleagues, self and environment. Look after the tools of your trade.
- **Collaboration** – work together to achieve a common goal
- **Empathy** – demonstrate a caring approach to your colleagues, customers and self
- **Honesty & Integrity** – when something goes wrong – own it! Learn from mistakes and avoid it happening again.