



Job Title: Weighbridge Operator

Location: Lockerbie Sawmills

Contract: Permanent, 47.5 hours per week

Hours of Work: Monday to Friday 07:00 – 17:00

James Jones & Sons Ltd is a 5th generation family business and one of the UK's largest and most progressive timber processing companies with core activities in timber harvesting, sawmilling, pallets & packaging, and distribution. We operate from 25 sites across the UK, 18 Australian and 2 New Zealand sites and employ over 2,100 people. In the UK, we operate seven sawmills throughout Scotland and the north east of England: an engineered wood manufacturing plant in the north of Scotland and pallet and packaging operations at 14 sites across the UK. We produce high quality, British grown timber for the UK construction, landscaping, and agricultural sectors; market-leading JJI-Joists for the housebuilding and construction markets and pallets and packaging for blue chip domestic and exporting businesses.

For further information about James Jones & Sons Ltd, visit www.jamesjones.co.uk

About the Role:

As a Weighbridge Operator, you will be integral to our operations, reporting directly to the Supply Chain Manager. Your key responsibilities will include operating the weighbridge and accurately weighing hauliers, recording data and physically inspecting loads in the yard, controlling site access and supporting various administrative tasks.

You will work at the weighbridge hatch, ensuring a welcoming and positive experience for all stakeholders. This includes addressing requests from customers and staff and responding to their needs efficiently.

Key Tasks & Responsibilities:

- Controlling incoming site traffic movements via barrier and telecom system
- Communicate arrival of visitors to internal employees, ensuring that no visitor is on site without being received by a James Jones employee and has appropriate PPE
- Undertake site inductions with hauliers, ensuring they are aware of site rules and health and safety requirements. This involves the completion of annual refreshers where required
- Ensure all visiting vehicles have the correct completed paperwork when entering or leaving the site



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- Report to site manager any instances of non-compliance with visitor/contractor instructions
- Directing drivers to correct loading area
- Identify and address potential issues in the weighing process reporting to line manager as required
- Checking wagons ensuring they have been loaded correctly
- Collaborate with drivers, production staff and other stakeholders to facilitate smooth operations
- Provide clear and precise information to drivers and relevant personnel
- Effectively and efficiently manage and operate the weighbridge by accurately measuring and recording the weight of vehicles and their loads
- Ensure all weighbridge associated paperwork is processed accurately
- Act as a point of contact for loading team on queries re pack sizes and readiness
- Assisting loading team with stock queries
- Provision of administrative support to dispatch and production teams and providing adhoc assistance during quieter periods
- Answer incoming calls and respond and/or direct them as appropriate
- Support during busy periods or absence including working at other weighbridges as and when required
- Compliance with health and safety procedures

Skills & Experience:

- Experience in weighbridge operation would be advantageous
- Strong customer service skills to ensure effective and efficient interactions with internal and external stakeholders
- Composed, motivated and enthusiastic
- Professional and friendly
- Computer skills in Excel & Outlook
- Attention to detail for precise recording and data entry
- Willingness to work outside in all weathers as physical checking of load is a high percentage of the role

Remuneration & Benefits:

- Competitive hourly rate
- 33 days annual leave pro rata (including statutory holidays)
- Employer pension contribution
- Health & Wellbeing services (remote GPs, mental health support, physiotherapy) available after 3 months
- Life assurance cover available after 3 months



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Eligibility: Applicants must be eligible to work in the UK without sponsorship.

Application Process: Please forward your CV to Nicola McCrosson, HR Manager at nicola.mccrosson@jamesjones.co.uk