



Administrator (HR)

Based Head Office, Middlesbrough

The Company

PD Ports are a leading UK ports business offering end to end supply chain solutions and employing circa 1200 people across the UK. With headquarters in the North East of England, PD Ports operates at key UK ports and logistics centres nationwide.

The Role

A vacancy has arisen for an Administrator, based in the Human Resources Department at our Head Office in central Middlesbrough. Working in a busy department the main responsibilities include, but are not limited to:

- Dealing with telephone and email enquiries;
- Creating and maintaining filing systems;
- Maintenance and administration of personnel records, both manual and computerised
- Arranging appointments, booking rooms and conference facilities;
- Use software packages to produce correspondence and documents and to maintain records, spreadsheets and databases;
- Sort and distribute departmental post
- Organise and store paperwork, documents and computer-based information;
- Photocopy and print various documents
- Calculation of Company and statutory sick pay
- Update departmental intranet site as required
- Enter invoices into the IFS system
- Maintain Archive records
- Reception cover as required

The Candidate

With excellent communication and organisational skills, the successful candidate will have a minimum of 12 months' experience within an administration role. The ability to organise your own workload and prioritise tasks and activities in addition to working as part of a team are essential to the role, as is computer literacy with a sound knowledge of Microsoft applications. Experience of working in a HR Department would be advantageous but is not essential.

If you feel you have the necessary skills to undertake this challenging role please send applications in writing, including a CV and cover letter detailing any relevant experience, to:

Address: Rachel Cawthorne
Group HR Manager
PD Ports
17 – 27 Queens Square
Middlesbrough
TS2 1AH

Email: rachel.cawthorne@pdports.co.uk

Closing Date: Monday 3rd June 2019