



ADMINISTRATOR – PART TIME

A vacancy has arisen for an Administrator to provide clerical support to the Harbour Police and Security Department on a part time basis.

Working 14 hours a week, the role will be based at Tees Dock, Middlesbrough. Reporting to the Security Manager, the main duties of the role will include maintaining all computer and paper based records, updating departmental diaries; booking travel and accommodation and ordering supplies. The successful candidate will also have to carry out filing, submission of crime data, maintenance of training records and other various general clerical duties.

The successful candidate should hold a minimum of two years experience in a clerical role, and have a good knowledge of the Microsoft Word and Excel packages. In addition, good communication skills and attention to detail is very important, as is the ability to work on your own initiative.

To apply for this position please send applications by letter or e-mail providing a detailed C.V. outlining relevant skills and experience to:

Group HR Department
PD Ports
17-27 Queens Square
Middlesbrough
TS2 1AH

hradmin@pdports.co.uk

Closing date: Wednesday 21st August 2019