



## **SHIPS AGENT**

**Based on Teesside**

PD Ports are a leading UK ports business offering end-to-end supply chain solutions and employing over 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**

Based on Teesside an opportunity has arisen for a Ships Agent, to work within our Ships Agency department, with experience to be gained across the full spectrum of the Ships Agency function across the Business.

The main responsibilities of the role will be to work unsupervised using your own initiative to provide ships agency services to our vessels calling at Teesport and Hartlepool. You will be responsible for providing regular, clear information to all parties to ensure the smoothest possible turnaround for vessels under our care. You will work with a variety of vessels, ensuring legislation compliance, accurate record keeping and a first class service to our principals.

### **The Candidate**

It is essential that the successful candidate has a current, clean UK driving licence, and have experience of working in either port operations or a ships agency role. The candidate will be confident and have the ability to communicate at all levels with a wide range of individuals. In addition to this, they should have the ability to produce and maintain accurate paperwork and be confident in the use of Microsoft Word and Excel. A flexible approach to working hours is also essential as regular out of hours attendance will be required. Experience of working within a positive health and safety culture is also preferable, as is experience of working within the ports of Tees or Hartlepool.

If you feel, you have the necessary skills to undertake this role please send applications in writing, detailing any relevant experience and current salary expectations, along with a copy of your CV to:

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

[hradmin@pdports.co.uk](mailto:hradmin@pdports.co.uk)

**Closing Date: Friday 27<sup>th</sup> March 2020**