



WAREHOUSE CLERK

Howden

A vacancy has arisen within PD Port Services based at Howden for a Warehouse Clerk.

Reporting to the Operations Department, the main duties of the role will be as follows:

- Assist in all administration duties in the Howden, including typing letters, diary management, filing, photocopying
- Update internal computer systems
- Liaise with customers
- Liaise with the Transport Department
- Covering the Weighbridge when required

Work hours would be Monday to Friday, 40 hours per week. The successful candidate should be computer literate with a good working knowledge of Microsoft Office suite and have excellent communication skills. Attention to detail and the ability to work on your own initiative are essential.

If you are interested in applying for this position, please submit a detailed C.V. outlining relevant skills and experience to:

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

hr.admin@pdports.co.uk

Closing date: Friday 19th February 2021