



ADMINISTRATOR HARTLEPOOL



The Company

PD Ports, based in North East England, is one of the UK's major port groups backed by a multi award-winning logistics business, specialising in portcentric logistics. Within our Hartlepool operation we receive, store and distribute finished palletised product for our customer.

The Role

Reporting to the Operations Supervisor, working as part of a team the main administration duties will include:

- Scheduling planning for third part warehouses (UK & Abroad)
- Customer specification & order profile day
- Reservation of orders
- Reporting & logging information
- Invoice validation
- Updating stock systems and updating reports
- Liaising with customers
- Preparing information for customers
- Ensure site rules are adhered to by drivers
- Involvement in regular stocktakes

Benefits

- 25 days holiday plus Bank Holidays
- Internal training and Safety Passport Training/ On-going training and assessments
- Sick pay scheme/Cycle to work scheme
- Full uniform provided
- Employee Assistance Program for personnel support (health, finance, etc.)
- Company pension scheme (up to 6% company contribution)

Selection Process

To apply for the position GCSE Level 4 (Grade C) in English and maths is required as a minimum. The successful candidate will have proven administration experience and good level of I.T. skills and will possess excellent interpersonal, customer service and communication skills.

An understanding of warehouse operations would be advantageous and good knowledge of Health and Safety procedures is essential.

If you are interested in joining the team at this exciting time, please submit a detailed C.V. outlining your relevant skills & experience to:

PD Ports
Group HR Department
17-27 Queen's Square
Middlesbrough
TS2 1AH

Or via e-mail: hr.admin@pdports.co.uk

Closing date: **25th June 2021**

