



**INSURANCE ADMINISTRATOR  
(LEVEL 3 APPRENTICESHIP)  
MIDDLESBROUGH**



**The Company**

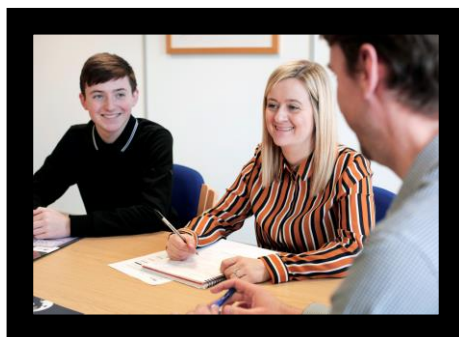
PD Ports is one of the UK's major port groups and one of the largest employers in the Tees Valley. Operating out of 12 key ports and logistics centres across the UK, we are committed to retaining and developing talent nationwide. With headquarters based in the North East of England, PD Ports owns and operates Teesport, one of the UK's most progressive ports, which supports over 22,000 jobs and generates £1.4bn to the economy every year.

**The Department**

Reporting to the Group Insurance Manager, this role will be located in the Insurance Department based at Queens Square in Middlesbrough.

**The Apprenticeship**

An 18-month programme, which will provide a high standard of knowledge, skills and behaviours in line with the requirements of the insurance team, as well as the wider working environment. A mentor from within the business will be allocated to support the candidate throughout their apprenticeship, to set learning goals and track progress.



There will be a requirement to complete the Level 3 Apprenticeship in the Business Administration Standard, and represent work in an End Point Assessment (EPA).

The aim of the 18-month apprenticeship programme is to develop administration, communication and personal skills, essential for the workplace environment, with support from the business and external training providers.

Working 8.45 a.m. – 4.45 p.m. Monday to Friday, as part of a busy team gaining hands on experience dealing with processes and legislation, insurance renewals, handling of claims, and developing customer service skills by communicating with internal and external stakeholders.

Applicants will need the following qualifications and initial skill base to apply.

- GCSE Maths and English qualification minimum Level 4-9 (Grade A - C)
- Good level of IT Skills, Microsoft Word, excel, outlook as minimum
- Analytically minded
- Be customer Oriented
- Situational awareness
- Good communication skills
- Organisational skills
- Be able to use own initiative
- Problem solving skills
- High levels of accuracy
- Professional conduct
- Driving Licence, own transport required – or working towards achieving

If you would like to be considered for this exciting opportunity, please apply by sending in your CV along with a covering letter to:

**Tanya Mountain**  
**Group HR Officer**  
**PD Ports**  
**17-27 Queen's Square**  
**Middlesbrough**  
**TS2 1AH**

Or via e-mail: [hr.admin@pdports.co.uk](mailto:hr.admin@pdports.co.uk)

Closing date: **Friday 1<sup>st</sup> October 2021**

