



NATIONAL SHIPPING COORDINATOR Hybrid Working



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 centers 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 Role

Reporting to the General Manager, we have a great opportunity for an experienced Freight Forwarder to join the team of our prestigious client who operates throughout key UK Ports and Logistics Centres. Due to the continued success and growth, we seek a National Shipping Co-ordinator, who enjoys the thrill of a multi-modal functional, fast paced role, covering imports, exports, customs and transport. You will have a strong background in freight forwarding/shipping that is customer focused, together with a strong commercial awareness. This is an exciting time for a professional Freight Forwarder to join the company and contribute to their continued success along with your own personal career progression. Your personality and ability to work well within a team is as equally important as your operational skills and the ability to work well under pressure.

Duties of the role include:

- Produce customs clearance instructions and international legal documents such as Bills of Lading and Certificates of Origin, collection notes and manifests to ensure smooth movement of goods
- Co-ordinating import/export of commercial goods in accordance with UK and international laws
- Accurate input of data onto systems e.g. customer orders
- Provide help and advice to clients for shipping requirements in a pressured environment
- Liaise with shipper, consignee or nominated contact to ensure all transportation details are correct
- Liaise with hauliers to ensure efficient, cost effective and commercially viable movement of goods
- General office administration, creating sales invoices and processing purchase invoices

Benefits

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

The Candidate

To apply for the position the successful candidate must be able to demonstrate the below skills, knowledge and experience:

- Freight forwarding skills (ideally two years)
- Excellent planning and organisational skills
- Good Microsoft Office skills including Word, Outlook, Excel
- Good general standard of education, including good verbal and written English
- Excellent communication and customer service skills
- A good team player
- Self-motivated and able to work without supervision

Group HR Department
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Closing date: **27th May 2022**

