



ADMINISTRATOR - FELIXSTOWE MATERNITY COVER - 12 MONTH CONTRACT



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 Role

Based at Felixstowe and reporting to the Administration and Security Coordinator. The overall purpose of the role is to complete the day to day administration tasks. Hours of work will be 35 hours per week and duties of the role will include the following:

- Raising Customer Invoices
- Raising purchase orders (Requesting quotes from contractors)
- Ensuring records are kept up to date
- Complete the correct process for storing and filing paperwork.
- Assisting with the completion of KPI reports for clients as well as site KPI's
- Monitoring the performance of key suppliers and reporting failures to meet KPI's

Benefits

- Sick pay scheme
- Cycle to work scheme
- Employee Assistance Programme for personal support (health, finance, etc.)
- Company pension scheme

The Candidate

The successful candidate should have a minimum of five GCSE's or equivalent, including English and Maths. A good working knowledge of Microsoft Office suite and it would also be desirable if the candidate had experience of working IFS or a Finance system. This is not essential as full training will be provided. In addition to this, the preferred candidate should have excellent time management and organisational skills, be a strong communicator, both verbal and written, be approachable and be able to work either as part of a team or independently.

If you are interested in joining the team at this exciting time, please submit a detailed C.V. outlining your relevant skills & experience along with a covering letter 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: **Friday 24th June 2022**



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