

## National Shipping Coordinator

### Felixstowe



#### The Role

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 continued success and growth we seek an Operations Clerk, 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 and 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.

#### The Candidate

The candidate must have Import / Export experience Co-ordinating commercial goods in accordance with UK and international laws and able to 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.

The candidate must have the following experience:

- General office administration, creating sales invoices and processing purchase invoices
- Freight forwarding skills, minimum two years' experience in forwarding
- Excellent planning and organisational skills
- Good Microsoft Office skills, 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

#### Benefits

- 25 days holiday (plus Bank Holidays, subject to shift pattern)
- Cycle to work scheme
- Employee Assistance Programme for personal support (health, finance, etc.)
- Company pension scheme
- Sick pay scheme

## The Company

PD Ports is a leading UK ports business offering end-to-end supply chain solutions, employing over 1,300 people in the UK. The Felixstowe operation enables connectivity and supply chain services, with access to all major roads - north and south, rail connections to Teesport, and storage facilities making it a central hub and main distribution center for any UK importer or exporter.

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:

[hr.recruitment@pdports.co.uk](mailto:hr.recruitment@pdports.co.uk)

Closing date: Friday 9<sup>th</sup> September 2022

*Please scan the QR code below to take you directly to our careers page:*

