

VACANCY

Vacancy Reference: 72/10

Job Title: Administrator (x 2)
Job Grade: Clerical
Location: Hull Cold Store
Company: Associated British Ports
Reporting to: Senior Administrator

Requirements:

- Previous experience within a demanding office environment
- Must have excellent communication skills
- Ideally previous experience of warehousing/cold store and stock control systems
- Computer literate with knowledge of Microsoft Office applications
- Must be able to demonstrate general administrative skills
- Must be flexible to cover additional hours as the business needs
- Capable of working on own initiative and as part of a team
- Must be accurate and efficient when inputting data

Main Duties:

- Operation of windows based Warehouse Management System including order entry, stock receipts, despatch documentation and invoicing.
- Maintain accurate stock and despatch records, and Key Performance Indicators as required.
- Liaising between drivers and Operations team
- Effective communication with customers and other ABP departments at all levels.
- Provide administrative support to various Quality Systems, Cold Store accreditations and site security
- To assist Senior administrators when required

Applications should be submitted by: Wednesday, 4 August 2010

To: Helen Firman, Assistant Personnel Manager, Associated British Ports, Port House, Northern Gateway, Hull, HU9 5PQ

INTERNAL APPLICANTS

If you wish to be considered for this vacancy, please advise your manager and ask him/her to counter-sign your application form. The Internal application form can be downloaded from the ABP Intranet http://intranet.abports.co.uk/Group_Personnel/Job_Vacancies/index.htm?&mid=108 or obtainable from your Personnel Department.

EXTERNAL APPLICANTS

Only applications submitted on an ABP application form will be considered. The form can be downloaded from the Associated British Ports web site <http://www.abports.co.uk/careers/jobopps.htm> or you may request a copy from the above postal address.

RECRUITMENT/EMPLOYMENT AGENCIES Please note that we do not wish to fill this position via an agency. Please do not make unsolicited approaches with reference to the above post.