

VACANCY

Vacancy Reference: 73/10

Job Title: Marine Administrator (37 hours per week, flexible working pattern)
Job Grade: **Clerical**
Location: Southampton
Company: Associated British Ports
Reporting to: Harbour Master

Requirements:

- Proven experience of working within an administration position.
- Excellent working knowledge of IT software including Word, Excel & Outlook.
- Ability to produce accurate & meaningful statistical information.
- Excellent time management & organisational skills. Ability to manage own workload.
- Excellent communication skills.
- Supervisory experience is necessary.
- Good interpersonal skills and previous experience of dealing with public.
- Ability to be a team player as well as using own initiative.
- Fully flexible approach to work due to flexible working pattern.

Main Duties:

- Provide administration support to the Harbour Master including processing of documents, telephone calls & greeting guests.
- Responsible for administration of the pilotage & conservancy & invoicing function.
- Supervision of marine administration function.
- Production of statistical pilotage & conservancy statistical information.
- Manage & organise departmental information & correspondence including payroll information/timesheets.
- Managing & organisation of marine driver division.
- Monitor & update relevant sections of VTS website.
- Responsible for monitoring/recording departmental personnel statistics including absenteeism and liaising with appropriate departments.
- General administration duties such as minute taking, ordering of office supplies & filing.
- Administration of pilotage exemption certificate applications and harbour consents process

Applications should be submitted by: 6th August 2010

To: Donna Wilkins, Personnel Officer, Associated British Ports, Ocean Gate, Atlantic Way, Southampton, Hampshire, SO14 3QN

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 (Internal application form 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/vacancies.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.