

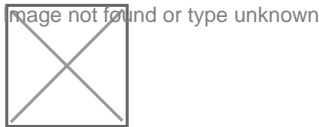
## Administrator

Functional

Closing: Friday 14th July 2023

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c£26,777 per annum plus attractive benefits package



We are looking to reinforce our Operational Admin Department by recruiting a bright and enthusiastic Administrator. The successful candidate will be required to work in both the Forest Products Office and our busy Container Terminal at Royal Portbury Dock, with a view to augment other sections within the Ops Admin Department.

You will be required to undertake a full range of administration duties and must be IT literate, in particular possess a good working knowledge of Microsoft Outlook and Excel.

Some flexibility in working hours will be required, which will include occasional overtime and weekends. A full driving licence and your own transport are essential.

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[1] <https://www.bristolport.co.uk/about-us/resources/quick-download-documents/application-form>