

Administrator (Maternity Cover)

Functional

Closing: Friday 12th July 2019

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Attractive salary and benefits package

We are looking to reinforce our Operational Admin Department by recruiting a bright and enthusiastic Administrator for our Portbury Admin office to cover a period of maternity leave from August/September 2019.

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. Full training will be given on our in-house software.

Duties will include checking data from timesheets and inputting into our timekeeping systems on a daily basis. You will also be required to create vessel manifests and invoices for the Car Trade Department.

You must be able to work on your own initiative and have good communication skills, as you will be required to liaise regularly with vessel and cargo agents.

Normal working hours will be 0800 to 1700 Monday to Thursday and 0800 to 1600 on Friday; however, some flexibility in working hours will be required. You may also be required to work in other areas of our Operational Admin Department. A full driving licence and your own transport are essential.

Please be aware, due to the nature of the role, only candidates eligible to both live and work in the UK will be considered for the role. No sponsorship or relocation packages will be offered for this role.

To apply, please email an up-to-date CV or a completed application form to personnel@bristolport.co.uk ^[2]. The application form can be downloaded [here](#) ^[3].

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