

## Administrator - Operational Engineering

Functional

Closing: Friday 7th September 2018

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£20,000 - £22,000 per annum plus generous benefits package

We are looking to reinforce our Operational Engineering Department by recruiting a bright and enthusiastic Administrator.

The successful candidate will have responsibility for the administration support for all the maintenance of Fixed Plant within The Bristol Port Company as defined by the "Asset Register". You will be required to perform a range of administrative duties, supporting the Ops Engineering managers and team leaders. You must be IT literate and able to demonstrate a methodical and flexible approach to work. Strong communication skills are also essential as you will be required to liaise with other departments and managers within the Company.

A full driving licence and your own transport are essential.

An engineering qualification or similar experience would be an advantage.

In return, you can look forward to opportunities to progress your career, along with an excellent range of benefits including generous annual leave and pension contribution. There is also a scheme currently in operation which rewards all employees with a share of the Company profits and the Company subsidises dock based catering arrangements through a subsidy voucher scheme.

To apply, please send a CV and covering letter to [personnel@bristolport.co.uk](mailto:personnel@bristolport.co.uk) <sup>[2]</sup>

**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.**

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#### **Links**

[1] <https://www.bristolport.co.uk/about-us/resources/quick-download-documents/application-form> [2] <mailto:personnel@bristolport.co.uk?subject=Ops%20Eng%20Administrator>