



**THE BRISTOL
PORT COMPANY**

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Administrator (Portbury Containers)

Functional

Closing: Monday 31st December 2018

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c£20,000 per annum plus attractive benefits

We are looking to reinforce our Operational Admin Department by recruiting a bright and enthusiastic Administrator for our busy Container Terminal at Royal Portbury Dock.

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. Duties will also include maintaining stock control of containers in the yard and accuracy is paramount.

The Terminal operates from 0700 to 2100 Monday to Friday and some flexibility in working hours will be required. This will include occasional overtime and weekends. 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].

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