

Administrator (RPD Containers)

Functional

Closing: Friday 31st May 2024

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c£26,700 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 at our busy Container Terminal at Royal Portbury Dock, although working in other sections within the Ops Admin Department may also be required.

You will undertake a full range of administration duties and must be IT literate, in particular possess a good working knowledge of Microsoft Outlook and Excel. Training on in-house systems will be provided.

Duties will include dealing with lorry drivers and booking containers in and out of the Terminal. You will also maintain stock control of containers in the yard and the back reach in a timely and accurate manner. Good communication skills are essential, both written and verbal, as you will also be required to liaise with shipping lines and hauliers.

The Terminal opening hours are 0700 to 2100 Monday to Friday, so some flexibility in working hours will be required, and this 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>