

## VACANCY

Vacancy Reference: 14/09

Job Title: Administration Assistant  
Job Grade: **Clerical**  
Location: Dover  
Company: Associated British Ports  
Reporting to: Terminal Manager

### Requirements:

- Previous experience of working in an office environment preferably in a warehousing or transport industry.
- Good working knowledge of IT software including Word, Excel.
- Excellent time management & organisational skills
- Excellent communication skills both verbal and written.
- Good interpersonal skills and previous experience of dealing with public and customer focused.
- Ability to be a team player as well as working on own initiative.
- Flexible approach to working hours.

### Main Duties:

- Assisting in day-to-day functions of the office administration including photocopying, maintaining files and spreadsheets, dealing with telephone enquires.
- Ensure strict compliance with all ISO procedures and adhere to administrative procedures that are implemented.
- Maintain the helpdesk and notify other sites of deliveries or collections.
- Input data accurately onto a Warehouse Management System.
- Perform daily checking of entered receipts and despatches to ensure all information recorded is accurate and complete.
- Monitor the RF scheduler to ensure that all tasks are controlled and completed as required.
- Assisting with callouts.
- Liaise with car park and warehouse supervisors on specific tasks.
- Liaise with security with regards to visitors on site.
- Assist HMR&C offices and deal with any queries in a professional manner.

**Applications should be submitted by: 15<sup>th</sup> May 2009**

**To:** Donna Wilkins, Personnel Officer, Associated British Ports, Ocean Gate, Atlantic Way, Southampton, Hampshire, SO14 3QN

#### **INTERNAL APPLICANTS**

If you wish to be considered for this vacancy, please advise your manager and ask him/her to counter-sign your application form (Internal application form obtainable from your Personnel Department).

#### **EXTERNAL APPLICANTS**

Only applications submitted on an ABP application form will be considered. The form can be downloaded from the Associated British Ports web site <http://www.abports.co.uk/vacancies.htm> or you may request a copy from the above postal address.

**RECRUITMENT/EMPLOYMENT AGENCIES** Please note that we do not wish to fill this position via an agency. Please do not make unsolicited approaches with reference to the above post.