

VACANCY

Vacancy Reference: 36/09

Job Title: **Maintenance Administrator (Maternity Cover)**
Job Grade: Clerical
Location: Ipswich
Company: ABP
Reporting to: Engineering Resources Manager

Requirements:

- Experience of working with computerised purchasing packages
- Sound knowledge of administration and proficiency in Microsoft packages
- Positive attitude and self motivation
- Ability to work as part of a team
- Good communication skills, clerical and administration skills

Main Duties:

- Compiling Maintenance Department timesheets
- Raising purchase requests and converting to purchase orders
- Providing accurate information for the efficient operation of the Mainsaver purchasing package
- Entering and closing off works orders on the Mainsaver system
- Receiving and issuing goods from local stores and suppliers as required
- Providing holiday and absence cover for Storeman
- Providing general clerical assistance within the Maintenance Department
- Assisting with other duties where required

Applications should be submitted by: 25th September 2009

To: Siobhan Walker, Personnel Assistant, Old Custom House, Key Street, Ipswich IP4 1BY

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. The Internal application form can be downloaded from the ABP Intranet http://intranet.abports.co.uk/Group_Personnel/Job_Vacancies/index.htm?&mid=108 or 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/careers/jobopps.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.