

**Admin/Accounts Assistant
Middlesbrough**

Bulkhaul Limited provides a global service for the distribution of bulk liquids and powders and has representation in over 100 countries worldwide. The operation is controlled from our corporate headquarters in Middlesbrough, supported by Bulkhaul offices strategically located in Belgium, Brazil, Germany, Japan, Korea, Singapore & USA.

Continued growth of our business provides for a number of career opportunities within the organisation during the coming months.

We are now seeking highly motivated individuals to join our Document Preparation, Accounts Sales or Purchase Ledger and Claims Teams on a full-time basis at our head office in Middlesbrough. The positions available are challenging, rewarding and require a high level of commitment.

Our ideal candidates will have experience within similar roles, with excellent communication and organisational skills. The roles require a substantial amount of concentration and accuracy and an ability to prioritise and use own initiative is essential, along with good IT literacy. Full training in company systems will be provided for the successful candidates.

Previous experience within the shipping/transportation or freight forwarding industry is an advantage but is not essential. Gradual career progression is anticipated within the department/company as more experience is gained.

Core hours of work: 9am to 5.30 pm

Own transport is recommended due to location.

Starting salary for the positions are negotiable depending upon knowledge and experience.

The Company currently offer employees the following benefits:

Private Health Cover (after initial probationary period)
Various Pension Scheme options (following certain criteria)
Child care voucher scheme
20 days holiday per annum plus all statutory bank holidays
Company Sick pay (following certain criteria)

Questions:

Please detail your Administration, Accounts and/or Claims Handling experience:

Do you have experience within the freight / shipping industry?

If yes please detail:

Please rate your IT skills:

Do you hold a full UK drivers licence and have access to a car?