

## **Receptionist/Administration 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 United States, Japan, Singapore, Korea, Brazil, Belgium and Germany.

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

We are now seeking highly motivated individuals to join our Reception/Administration Department on a full-time basis at our head office in Middlesbrough. The position available is challenging, rewarding and requires a high level of confidentiality.

Our ideal candidate would have excellent communication and organisational skills and have the confidence to speak with customers, suppliers and work colleagues in the UK and overseas. Full training in the relevant company systems will be provided for the successful candidate.

The candidate must have an outgoing personality with a desire to progress further. Gradual progression is anticipated within the department to further responsibilities as more experience is gained. Training will be provided at each stage of career progression.

Qualifications to a minimum of GCSE standard is required with good numeracy and literacy skills.

Reception working hours are in a two-week shift pattern covering;  
8am to 4.30pm and  
9.00am to 5.30pm.

The role demands that the candidate must hold valid driving license. Company pool cars are utilised on all company business.

Own transport is recommended due to location.

Starting salary for the position is between £16,000 and £17,000 depending upon qualifications, knowledge and experience.

The Company currently offer employees these additional benefits, following certain criteria:

- Private Health Cover
- Various Pension Scheme options
- 20 days holiday per annum plus all statutory bank holidays
- Company Sick pay
- Annual Pay review

Please apply for this role by completing an online application form via our company website, link: [www.bulkhaul.co.uk/careers.html](http://www.bulkhaul.co.uk/careers.html)