

Admin 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 Ancillary Costs Team on a full-time basis at our head office in Middlesbrough. The position(s) available are challenging, rewarding and require a high level of commitment.

Our ideal candidate(s) would have excellent communication and organisational skills for liaising with customers, suppliers and work colleagues in the UK and overseas both verbally and electronically. The role requires a substantial amount of concentration and accuracy so good typing skills would assist. An ability to work as a team to assist in all areas of the department if/when required and to be able to prioritise work and use own initiative would be essential, along with good IT literacy.

Full training in company systems will be provided for the successful candidate(s).

Previous experience within the shipping/transportation or freight forwarding industry in an Accounts role is an advantage but is not essential.

The candidate must have a confident 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.

Core working hours are 9am to 5.30 pm
Own transport is recommended due to location.

Starting salary for the positions are negotiable up to £17K depending upon knowledge and experience.

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

- Private Health Cover
- Various Pension Scheme options
- Child care voucher scheme
- 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