

VACANCY

Vacancy Reference: 19/09

Job Title: Car Park Administrator – average 25 hrs p.w.
Job Grade: **Clerical**
Location: Southampton
Company: Associated British Ports
Reporting to: Services & Administration Manager

Requirements:

- Excellent communication skills with a clear and confident telephone manner is essential.
- Proven customer services skills
- Good numeracy skills with attention to detail.
- Flexible approach to working hours.
- Good working knowledge of Microsoft Word & Excel
- Previous experience of payment databases would be desirable

Main Duties:

- Receive telephone calls from cruise passengers.
- Book car parking for cruise passengers and process payment using in-house database.
- Administration support for cruise car parking.
- General administration support for Personnel Department as required.

Applications should be submitted by: 3rd July 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.