

## Seal Sands Terminal, Middlesbrough

Inter Terminals is one of the largest independent bulk liquid storage providers in northern Europe, and the largest in the UK and Scandinavia, with more than 5.4 million cubic metres of storage capacity located across twenty-three terminals.

Our facilities in Denmark, Germany, the Netherlands, Sweden and the UK and Ireland occupy prime positions with access to highly developed transport links and transshipment services, as well as pipeline connections to local industry at some locations. We offer convenient and cost-effective services for the storage and handling of all kinds of products, from oils and chemicals to biofuels and technical wastes via ship, barge, road and rail without compromising on our quality of service.

As a Receptionist-Administrator you will be a part of the Inter Terminals Seal Sands team, responsible for being first point of contact for visitors to the terminal and providing administration support along with general reception duties.

The successful candidate should ideally have previous experience of working in a Reception environment, with good communication and IT skills.

We would also expect that the personal attributes of all candidates reflect the Company's Core Values which are honesty and integrity, teamwork, pursuit of excellence, personal accountability and entrepreneurial spirit.

Inter Terminals offers competitive remuneration package to its employees, including DC pension, private medical insurance scheme, life insurance, occupational sick pay, free on-site parking and ongoing relevant training.

### Application deadline: 11 January 2019

Location: Middlesbrough

Temporary contract (12 months) to cover Maternity Leave

35 hours / week (5 days)

Please send all applications to [application@interterminals.com](mailto:application@interterminals.com) including a cover letter and current CV.

The information provided by you will be used by Inter Terminals to process your application and, if successful, in connection with your future employment with the Company. Any information held by the Company relating to you will be destroyed six months after the post has been filled. If the Company wishes to retain your information for future vacancies the Company will seek your express consent to do so. All processing of data will be in compliance with data protection laws. For further information on how we handle your data read our Privacy Notice for Job Applicants, Employees, Workers and Agency Workers which is available on our website: <https://interterminals.com/about-inter-terminals-tank-storage/data-protection/>

<b>Job title:</b>	Receptionist / Administrator
<b>Job Family:</b>	General Management / Administration
<b>Role Band:</b>	Operational Specialist / Administrator
<b>Reports to:</b>	Terminal and HR Administrator

## 1.0 Job Purpose

- 1.1 Providing administration support along with general reception duties.

## 2.0 Main duties (include, but are not limited to):

- 2.1 To provide administrative and other support to the terminal management team and visitors as required.
- 2.2 Manning reception and greeting visitors and general reception duties.
- 2.3 Maintenance and administration of the terminal's quality system.
- 2.4 Control and ordering of stationery supplies.
- 2.5 To ensure the effectiveness of the terminal quality system.
- 2.6 Any reasonable request of management.
- 2.7 To ensure the requirements of the terminal safety regulations, environmental and emergency procedures are adhered to.

## 3.0 Post Requirements

### 3.1 Qualifications

- 3.2.1 5 GCSEs (A to C) or equivalent

### 3.3 Experience

- 3.3.1 <1 year of previous work experience

### 3.4 Knowledge

- 3.4.1 Knowledge and understanding of administration best practice.

### 3.5 Skill set

- 3.5.1 Self-motivated with team working and verbal/written communication skills
- 3.5.2 Proficient in use of IT
- 3.5.3 Excellent word processing skills

## 4.0 Impact and Influence

- 4.1 **Autonomy and accountability:** Accountability is characterized by performing specialized work but where there are instructions and processes in place. Work is typically varied. Job holder is typically fairly autonomous within processes and guidelines.
- 4.2 **Communication and stakeholder management:** Interaction with others requires social skills and the ability to understand, explain and provide advice using facts and findings.
- 4.3 **Complexity of work:** Work is routine and process-driven and there are instructions for how working tasks are carried out but with freedom in terms of rearranging them as long as objectives are met. Working tasks are typically performed and completed on a daily basis where some tasks extend for a week or more.