

# **SAFETY ADMINISTRATOR (MATERNITY COVER)**



Hutchison Ports Port of Felixstowe is Britain's biggest and busiest container port. An exciting opportunity has arisen for a Safety Administrator to provide maternity cover. Working within the Health, Safety and Environment Department the successful candidate will offer full administrative support to ensure the smooth running of the department.

# WHAT SKILLS ARE WE LOOKING FOR?

This is a key position within our organisation and would suit an experienced administrator.



## ABOUT US

As part of the worlds' leading Port network, HPUK is made up of 3 Port Operations across the UK. With our main port in Felixstowe, Britain's largest deep water port, we work with the largest shipping companies around the world.

This position will be fundamental in supporting the Health, Safety and Environment team to promote the values and cultures of the Department across HPUK.

Reporting to the Head of Health and Safety, the Safety Administrator is an integral member of the team to ensure that all administrative tasks are carried out in timely and professional manner.

We offer a supportive, community environment and have recently been awarded Chartered status by Women In Maritime. We have our own Women's Network, offer leadership, mentoring and role specific training.

With 52 Ports across 26 countries we are unrivalled in our approach to developing and implementing new technologies and ways of working. We work closely with colleagues within Hutchison Ports Europe sharing knowledge and contributing to the ongoing operations development of HPUK.



# WHAT WE OFFER.....

Competitive  
Salary and  
benefits



Pension

Supportive  
Working  
Environment



**TOGETHER WE CAN MAKE IT HAPPEN**  
*Our Environment 2020 – Hutchison Ports*

Family  
Friendly  
Policies



# THE WORLD OF HUTCHISON PORTS

52 PORTS IN 26 COUNTRIES



## EUROPE

### BELGIUM

Willebroek

### GERMANY

Duisburg

### POLAND

Gdynia

### SPAIN

Barcelona

### SWEDEN

Stockholm

### THE NETHERLANDS

Amsterdam<sup>1</sup>

Moerdijk  
Rotterdam  
Veerlo

### UNITED KINGDOM

Felixstowe  
Harwich  
London Thamesport

## MIDDLE EAST

### IRAQ

Basra

### OMAN

Sohar

### UNITED ARAB EMIRATES

Ajman  
Ras Al Khaimah  
Umm Al Quwain

## AFRICA

### EGYPT

Alexandria  
El Dekhela  
Abu Qir

### TANZANIA

Dar es Salaam

## ASIA

### MAINLAND CHINA

Huizhou  
Jiangmen  
Ningbo  
Shanghai<sup>2</sup>  
Shenzhen  
Xiamen

### HONG KONG, CHINA

Kwai Tsing  
Tuen Mun

### INDONESIA

Jakarta

### MALAYSIA

Port Klang

### MYANMAR

Thilawa

### PAKISTAN

Karachi<sup>3</sup>

### SOUTH KOREA

Busan  
Gwangyang

### THAILAND

Laem Chabang

### VIETNAM

Ba Ria Vung Tau

## AUSTRALASIA

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Brisbane  
Sydney

## THE AMERICAS

### ARGENTINA

Buenos Aires

### BAHAMAS

Freeport

### CANADA

Quebec

### MEXICO

Ensenada  
Lazaro Cardenas  
Manzanillo  
Veracruz

### PANAMA

Balboa  
Cristobal

<sup>1</sup>Ruigoord & Velsen-Noord <sup>2</sup>Mingdong & Pudong <sup>3</sup>West Wharf & Keamari Groyne

# THE WORLD'S LEADING PORT NETWORK