

RECEPTIONIST / SALES ADMINISTRATOR

This is a permanent, part-time position working seasonally variable hours for Fowey Harbour Commissioners, based predominantly at Penmarlam Boat Park.

The role is extremely varied; you will be part of a team responsible for interfacing with the public, responding to boat storage enquiries, boat maintenance bookings and handling retail sales of boat chandlery. No one day will be the same in this very busy, challenging but rewarding environment.

The successful candidate will be highly motivated and flexible, with articulate and confident communication skills and an engaging personality. They will have the ability to use their own initiative to work alone without supervision when required but also be an integral part of the team.

They will have good general IT literacy but also be ready to learn new skills and software specific to the administration of the Harbour and workshop. A general knowledge of boats and the Harbour area would be helpful but not essential.

The number of hours may be flexible depending on a candidates' experience and circumstances. Seasonal overtime, including Saturdays, will be required on a rota basis during the summer period.

A competitive salary package accompanies the post and will reflect experience

Position start date: As soon as possible, but can be flexible depending on applicant's circumstances

Closing date for applications: Friday 14th May

CV to be sent to:

Mrs Sue Hastings

Office Manager

Fowey Harbour Commissioners

Harbour Office

Albert Quay

Fowey

PL23 1AJ

or email: admin@foweyharbour.co.uk