



POOLE HARBOUR COMMISSIONERS

MOORINGS ADMINISTRATOR/RECEPTIONIST

Poole Harbour Commissioners (PHC) require a person to join the PHC Admin Team. The position is part-time with hours from 9.00 a.m. to 2.00 p.m. 5 days per week.

The job description involves the following:-

- Customer service and telephone skills essential as dealing with the public on a daily basis
- Administration of moorings in Poole Harbour
- Processing invoices and credit control
- Liaising with Yacht Clubs, Marinas and Boat Yards with local travel when required
- Assisting as part of the administration team with general office duties including cover for holidays and sickness when required
- A knowledge of Microsoft Office/Excel spreadsheets essential
- Sage Accounting experience preferable but not essential
- Assisting the Office Manager when required

In addition the successful candidate will receive an annual salary of £14,000 per annum and five weeks holiday per year. A stakeholder pension scheme is also available, together with a staff bonus scheme.

Please see the Poole Harbour Commissioners' website for an application form www.pooleharbourcommissioners.co.uk

Please return the application form with CV to Mrs Annie Willats at anniewillats@phc.co.uk or alternatively to:

**Mrs Annie Willats, Poole Harbour Commissioners, 20 New Quay Road,
Poole BH15 4AF no later than Friday 4th January 2019**

Interviews will be held in January 2019