

**The Yarmouth (Isle of Wight) Harbour Commissioners**

**Administrative Assistant  
(part-time job share)**

Applications are invited for the above post

10 hours per week

(2 x 5 hour days: 0900-1400)

Actual days to be agreed

*Salary dependent upon qualifications and experience*

The Administrative Assistant's role is to:

- assist with all aspects of running a busy admin department
- provide secretarial and administrative support for various committees (including taking/transcription of minutes)
- provide secretarial and administrative support to the management team
- update the Harbour Management System database in relation to annual moorings and dinghy park spaces (includes issuing mooring licences and processing payments)
- keep accurate and clear records in both electronic and paper format
- prepare presentational material (using PowerPoint)

The successful candidate will:

- have advanced ICT skills (Microsoft Office 2007)
- have good communication skills, together with an excellent telephone manner and experience of dealing with the public face to face
- be self-motivated and enthusiastic, willing to embrace change
- be committed to maintaining high standards at all times
- be well organised, paying attention to detail, and able to prioritise own workload
- be at ease carrying out mundane tasks as part of daily routine

A job description and application form are available from  
The Yarmouth (Isle of Wight) Harbour Commissioners,  
Harbour Office, The Quay, Yarmouth, Isle of Wight, PO41 0NT  
Tel +44(0)1983 760321 • Fax +44(0)1983 761192  
By e-mail: [info@yarmouth-harbour.co.uk](mailto:info@yarmouth-harbour.co.uk)  
Downloaded from: [www.yarmouth-harbour.co.uk](http://www.yarmouth-harbour.co.uk)

Interviews will be held on Friday 24 September 2010

Completed application forms together with a full CV should be sent to  
Mrs Tracey Cooper, Administration Manager, by e-mail, or to the postal address above  
to be received no later than noon on Friday 10 September 2010