



The
**YARMOUTH (ISLE of WIGHT)
HARBOUR COMMISSIONERS**

www.yarmouth-harbour.co.uk
e-mail: info@yarmouth-harbour.co.uk

THE QUAY, YARMOUTH, ISLE OF WIGHT, PO41 0NT TEL: (01983) 760321 FAX: (01983) 761192

August 2010

Dear Applicant

ADMINISTRATIVE ASSISTANT (PART-TIME JOB SHARE) – 10 HOURS PER WEEK

Thank you for your interest in the above vacancy, for which I have pleasure in enclosing a Job Description and Application Form.

This position has arisen as we have an employee wishing to return to work following maternity leave and who wants to reduce her hours from 25 to 15 per week.

This is a permanent, part-time, position working two days per week 0900 to 1400 both days (10 hours per week). The actual days have yet to be decided as wherever possible we are flexible and willing to work around our employee's needs and those of the successful applicant.

You will be required 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 (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.

The ability to provide proof of having attained a good standard of education, qualifications in IT, and secretarial skills will be required; these can be submitted with your application form.

Your completed application form must be returned to the undersigned no later than noon on Friday 10 September 2010, together with CV if available. We will not accept CVs without a completed

application form. Interviews will be held on Friday 24 September 2010. We anticipate the successful applicant commencing employment sometime on or after Monday 11 October 2010.

The hourly rate for this position will be up to a maximum of £8.59 dependent upon qualifications and experience. Annual holiday entitlement is pro-rata to the entitlement for full-time employees of 21 days in the complete holiday year, which runs from 1 January to 31 December. In addition bank/public holidays apply on a pro-rata basis. The annual holiday entitlement increases by 1 day for every complete year of service up to a maximum of 26 days pro rata after 5 years of continuous service. A Stakeholder Pension Scheme is also available to employees.

I have tried to provide as much information as I can in this letter as I will be away from the office from Wednesday 25 August to Sunday 12 September inclusive. If you do have any questions please contact Penny McCoy (Finance Manager) in my absence, who will endeavour to answer any queries you may have.

Note: If submitting your application via e-mail, please send to info@yarmouth-harbour.co.uk and not my personal e-mail address.

Yours sincerely

Tracey Cooper

Tracey Cooper
Administration Manager

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Encs: Job Description
Application Form