



PERSON SPECIFICATION

Job Title: Maritime Administrator

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Demonstrable track record in providing high quality administrative support.	Experience in the marine sector With a familiarity of boats, terminology and jobs associated with boats and marinas Experience of directly working as a PA with specialist understanding of an aspect of the business Experience of reception duties (in person, telephone, email) Experience of financial administration and processing including: <ul style="list-style-type: none"> • Sales ledger • Cash management • Invoicing • Debtor follow-up • Financial statements and quotes. 	CV Interview
<u>Education and Training</u>	ICT training and/or qualification in the use of MS Office Word, Excel and Outlook.	ICT training and/or qualification in the use of MS Office Access, PowerPoint, Pacsoft MMS and Sage Accounting.	CV Interview
<u>Special Knowledge and Skills</u>		Understanding of marine engineering, electrical and boat maintenance terminology Understanding of the scheduling of movement of boats (yard) Touch typing skills.	CV Interview
<u>Any Additional</u>	Interpersonal communication skills	Precision and accuracy with numbers.	CV Interview

<u>Factors</u>	Ability to manage multiple tasks and deadlines so that key tasks are actioned on time Outcome focused Flexibility to cover multiple tasks and areas of work Ability to take the initiative and effectively see tasks through to completion.		
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