



JOIN THE TEAM!

ALL
ABOARD!

WE'RE LOOKING FOR FRIENDLY & ENTHUSIASTIC
PEOPLE TO BECOME PART OF
THE **PORTLAND** CREW
MARINA

Send your CV & a covering letter to beew@boatfolk.co.uk
or call 01305 866190

#weareboatfolk





Marina Assistant Job Description

The Marina Assistant role supports the Berthing Masters in the day to day running of the marina and assists in keeping the site clean and tidy, ensuring all customers are looked after with an exemplary level of customer service and the company's ethics and values are upheld. Applicants should be well presented, polite and ready to assist our customers at all times.

The main focus of the role is the visitor's area, looking after visiting yachts and customers taking on fuel at our fuel dock, but on occasions Marina Assistant's may be required to look after the front counter in the marina office, answering customer enquiries, taking payments and answering the telephone and VHF radio.

Much of the working day will be spent outside in all weathers. Waterproof clothing and lifejackets are provided along with staff uniform. However, you will be required to provide your own navy chino trousers/shorts in your preferred fit and non-slip, non-marking soled shoes, preferably in a deck shoe style.

All training will be provided and there is no requirement to have boating or marina experience, but a positive, can-do attitude, excellent customer service skills and a desire to work in a marine environment are must-haves.

Essential;

- Good time-keeping
- An ability to work well both in a team and alone
- Motivated and enthusiastic
- Keen to learn new skills
- Computer literacy

Desirable, but not essential;

- Powerboat Level 2 or RIB driving experience
- Water confidence and boating experience
- Customer service experience
- Knowledge of Microsoft Office particularly Word and Excel

All Marina Assistant roles can lead to further qualifications and promotion within the Portland Marina team.

Please send your CV and a covering letter to Bee Woodland, Assistant Marina Manager;

beew@boatfolk.co.uk/ 01305 866190