

SET YOUR CAREER ON  
THE PATH TO SUCCESS



**PREMIER**  
MARINAS



**BRITISH  
MARINE** 

**INVESTORS IN PEOPLE®**  
We invest in people Standard

# JOIN THE TEAM

**Job Title:** Boatyard Administrator

**Location:** Swanwick Marina, River Hamble, Hampshire

The position of Boatyard Administrator has become available at Premier Marinas' flagship Swanwick Marina. This is a great opportunity for a customer focused individual, with a flexible work ethic, to join a fast-paced team on a busy marina along the stunning River Hamble.

The successful candidate will be joining a dedicated team who work hard to provide the highest levels of customer service and satisfaction. Candidates must be able to demonstrate:

- A good understanding of enquiry and sales handling
- Ability to understand and deliver excellent customer service
- Flexibility and adaptability for both marina and boatyard operations
- Work under pressure as part of a team or lone working
- Ability to learn and use computer software systems.
- The ability to forge working relationships with key tenants
- "A can do" attitude and flexible approach to teamwork

This dynamic role combines a mixture of office-based administration, as well as practical assistance to the boatyard and marina operation. The position includes working outdoors in all weathers and in a rota which will include some weekends and bank holidays. A good knowledge of boats would be desirable but not essential as training, where required, will be given. In all cases we will support you to grow your skills and assist you to reach your potential.

A competitive salary, 25 Days annual leave (excluding bank holidays), Private Medical Cover and access to an Online GP service 7 days a week are just some of the benefits on offer.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. We believe that diverse talent makes us stronger.

Proof of eligibility to work in the UK will be required. Our Applicant Privacy Notice can be found on our website.

**APPLY:** In writing to Tracey Jenkins, Head of HR, supported by a current CV and covering letter describing why you are applying for the role along with your salary expectation. Email address: [careers@premiermarinas.com](mailto:careers@premiermarinas.com)  
Successful applicants will be contacted and invited for an interview.

# OUR BENEFITS

We are proud to be able to offer our staff a range of benefits which help promote a healthy mind and body. Throughout our business we recognise the importance of creating a working environment which helps everyone, especially one which allows our staff to develop and learn, that is why one of our main benefits is career and skill development.

- Staff Development & Training
- Flexible Holiday
- Annual Incentive Scheme
- Online GP Service
- Cycle to Work Scheme
- Private Health Care
- Free Berthing
- Free Eye Exams
- Employee Assistance Programme
- RAC vehicle discount



# OUR VALUES

Established in 1994, Premier Marinas Limited owns and operates ten of the UK's most prestigious marinas. Our vision is simple: to be the finest marina operator in the UK by providing our customers with quality marinas in the best locations with first-class customer service.

Premier Marinas' core values, represent the endorsed and expected behaviours that underpin the way we operate.

We believe in our values and as such, demonstrating our values to colleagues, customers and other third parties is an expectation placed on all employees.

## OUR CORE VALUES

