



Job role: Boatyard Administrator

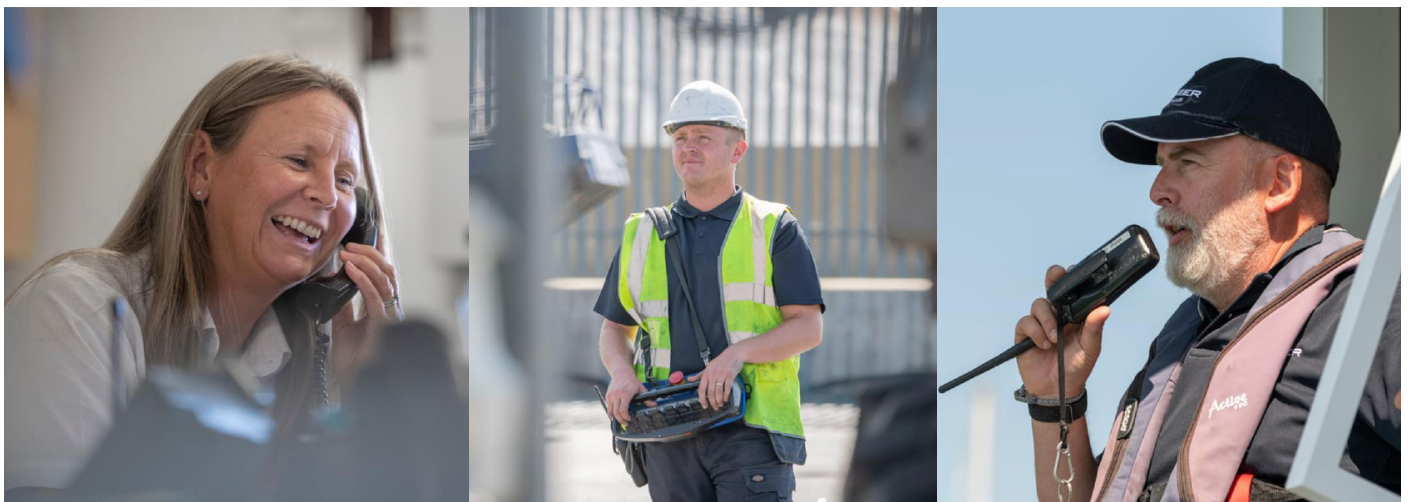
The position of Boatyard Administrator has become available at Premier Marinas. This dynamic role combines a mixture of office based boatyard administration, as well as providing practical assistance to the boatyard and marina operations. This is a great opportunity for a customer focused individual, with a positive, hard working attitude to join a team within a busy boatyard along the South Coast.

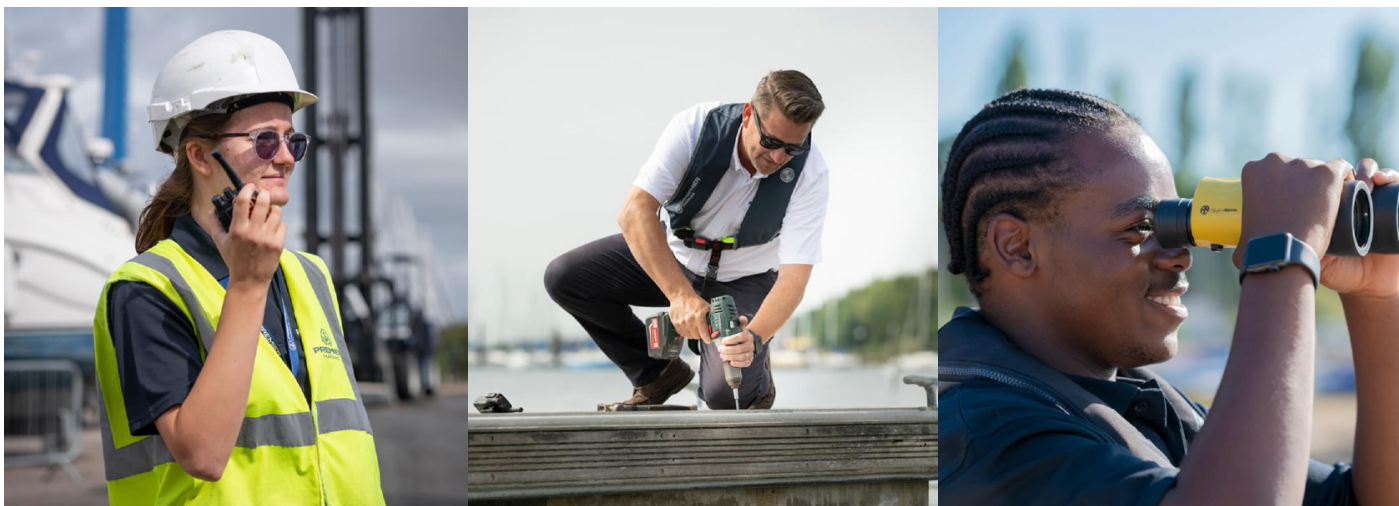
Candidates must be able to demonstrate:

- Ability to understand and deliver excellent customer service
- Flexibility and adaptability to both marina and boatyard operations
- Ability to learn and use computer software systems
- "A can do" attitude and flexible approach to teamwork

This role is primarily office based but will include some outdoor working in all weather conditions. The core working days will be Monday to Friday, with occasional weekend and bank holidays. Previous experience of office administration and knowledge of plant operations would be a major advantage but 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 full driving licence is essential.

Premier Marinas offers a competitive salary and pension, 24/7 access to an online GP, Private Medical Cover, free onsite parking, annual leave incl. additional birthday leave and other benefits.





Our benefits and values

Our vision is simple: to be the finest marina operator in the UK. We provide the best marinas in amazing locations with first-class customer service, whilst playing our part in caring for the environment. To ensure we're successful in this, we continually invest both in our marinas and employees.

We invest in our employees from day one and are proud to be able to offer our staff a range of benefits which help promote a healthy mind and body. We recognise the importance of creating a working environment which allows our staff to develop and learn. Find out more about our current vacancies and how apply at www.premiermarinas.com/careers

Premier's key benefits:

- Private health care
- Access to online GP service
- Employee assistance programme
- Staff development and training
- Annual incentive scheme
- Instant recognition award
- Personalised annual leave

Premier's core values:

- Innovative
- Approachable
- Empowered
- Honest and respectful
- High quality



INVESTORS IN PEOPLE®
We invest in people Standard

