

## VACANCY

Vacancy Reference: 23 /10

Job Title: Marina Assistant  
Job Grade: **Manual**  
Location: Southampton (Town Quay)  
Company: Associated British Ports  
Reporting to: Town Quay Manager

### Requirements:

- 5 GCSE's A-C or equivalent.
- Essential qualifications in Powerboat 2 and Day Skipper.
- Recent small craft experience and confident in boat handling, both sail & power is essential.
- Experience of general maintenance activities including knowledge of vacuum drainage systems.
- Experience of VHF radio would be desirable as would a working knowledge of Southampton Water.
- Previous experience within a security environment would be desirable.
- Computer literate and office based experience.
- Able to communicate clearly & professionally when dealing with customers & public.
- Proven team player experience & able to work on own initiative.

### Main Duties:

- Responsible for day to day running of marina operations including moving & berthing of craft as required.
- Respond to marina customers needs in respect of vessel/craft requirements.
- Carry out marine pontoon repairs.
- Responsible for security of Town Quay area including marina.
- Monitor and maintain the vacuum drainage system.
- Administration/office based duties as required.
- Carry out minor maintenance works within Town Quay area.
- Respond to tenants requirements on an ad hoc basis.
- Ensure ABP H&S policies are adhered too.

Applications should be submitted by: 26<sup>th</sup> March 2010

To: Donna Wilkins, Personnel Officer, Associated British Ports, Ocean Gate, Atlantic Way, Southampton, Hampshire, SO14 3QN

### INTERNAL APPLICANTS

If you wish to be considered for this vacancy, please advise your manager and ask him/her to counter-sign your application form (Internal application form obtainable from your Personnel Department).

### EXTERNAL APPLICANTS

Only applications submitted on an ABP application form will be considered. The form can be downloaded from the Associated British Ports web site <http://www.abports.co.uk/vacancies.htm> or you may request a copy from the above postal address.

**RECRUITMENT/EMPLOYMENT AGENCIES** Please note that we do not wish to fill this position via an agency. Please do not make unsolicited approaches with reference to the above post.