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VACANCY

Business Support Administrator – 6 month FTC

Located in South Devon, Dart Harbour is a Trust Port set up by an Act of Parliament with a remit to run in an open and accountable way, taking into consideration the needs and wishes of all Stakeholders engaged within the Authority's jurisdiction.

An exciting opportunity has arisen for an experienced Business Support Administrator to join our team on a 6-month fixed-term contract in the first instance. This role will work closely with the CEO/Harbour Master and the administrative support function, as well as ensure excellent customer service is provided to those using the Harbour.

The successful candidate will have an excellent track record in working well as a team, as well as individually using their own initiative. Due to the nature of the role, strong interpersonal skills, a flexible approach and a welcoming and professional attitude will be crucial.

The role:

This varied role requires a highly motivated individual to support the CEO/Harbour Master and wider administration team with the day-to-day administration for the Harbour, including supporting the HR function as required.

The successful applicant will demonstrate significant administrative experience in supporting a senior manager with all aspects of administration, including but not limited to, diary management, minute taking in meetings, letter production and document collation. You will be liaising with a variety of stakeholders; therefore, your excellent communication skills will allow you to develop effective working relationships and become a trusted member of the team. This is a varied role therefore your ability to plan and prioritise your workload and work flexibly is paramount.

In addition to working closely with the CEO/Harbour Master, within this role you will be working alongside a dedicated team in a busy office environment, supporting with all aspects of administration, including but not limited to; managing staff timetables, budget management, allocating duties within the team, managing the Harbour Assist system, website and social media administration and ensuring customer records are accurate on our Harbour systems.

The Business Administrator will also be responsible for ensuring GDPR compliance and assisting with HR administration for new joiners and keeping personnel records up to date.

You will have a good understanding in using Microsoft Office, enabling effective document management, as well as maintaining the office and HR system, taking a conscientious approach when handling confidential information.

The Person

Experienced in providing high level administrative support, you are passionate about providing efficient assistance to the team, ensuring the smooth running and co-ordination of its daily activities. You will have outstanding verbal and written communication skills, complimenting your excellent customer service and ability to build rapport with all stakeholders.

Passionate, trustworthy and dynamic, you will utilise your administration experience and skills to take responsibility and ownership within your role and get involved with supporting the HR function, therefore an interest and understanding of HR would be beneficial.

The successful candidate will be driven to deliver, with exceptional time management skills and the ability to work under pressure. You will play an important role in supporting the CEO/Harbour Master, ensuring all Harbour paperwork and records are updated and maintained appropriately in line with the Harbour's procedures.

Skills and Experience Required

- Experience of supporting a manager at a senior level.
- Familiarity with MS Office, SharePoint and Teams
- Excellent IT skills and knowledge of a variety of platforms
- Good HR skills and awareness/qualification
- NVQ 3 in Administration
- Excellent listening, verbal and literacy skills
- Excellent customer service skills/qualification
- Excellent knowledge of social media channels
- Training in handling difficult customers
- Excellent teamwork skills
- A flexible approach and demonstrates integrity, confidentiality, and impartiality.

Package: £22,000 - £25,000 dependant on experience

Hours: 35hrs per week, normally Mon-Fri 0900 to 1700 but with some weekend working during summer periods (on a rota).

Closing Date:

Monday 8th March 2021

Application Method:

Email your CV and covering letter to jobs@careerspot.co.uk

Additional Information:

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their background, which helps us to provide a diverse and inclusive working environment.