

Seasonal Office Assistant

You will enjoy one of the best views in Littlehampton whilst staffing the Harbour Office on weekend and weekday shifts on a rota between April and September, reporting to the day's Duty Harbour Master.

You will work in a safe and efficient manner, be flexible and customer focused and provide a friendly and welcoming environment when dealing with enquiries. The main focus of the role will be maintaining a presence in the Harbour Office, answering telephone and face to face enquiries, collecting harbour dues and mooring fees from visiting boats making use of our Harbour Assist portal. Full training will be provided but good IT skills are a must and, ideally, you will have experience in cash handling, customer service and a knowledge of boats and the sea.

Whilst some lone working in the harbour office is to be expected, there is a steady flow of the public and you would be in regular contact with the Duty Office and their weekend staff throughout the day as they split their time between the river, visitors pontoon, office and public slipway. If required, you may be called upon to assist the Duty Officer with liaising with the Coastguard or other agencies / emergency services during incidents.

In delivering your role, you will build positive relationships with office staff at Littlehampton Marina, the Arun's two yacht clubs, other local mooring providers as well as other local organisations including the Maritime Volunteer Service. You will also be required to respond to radio calls to the Harbour Office from vessels over VHF radio when the Duty Harbour Master is unable to respond. This is relatively simple and full training will be provided but prior experience or even an RYA qualification would be beneficial.

Anyone over the age of 16 will be considered for this part-time, seasonal position but it may be best suited to somebody seeking part-time work, a university student / school leaver during their holidays or a retired person. Each season, 2 (or 3) Office Assistants are required in order to cover the required rota throughout the season. Any booked holidays will need to be discussed at time of interview. Each shift's working hours will be variable based on the tide times, weather and events planned but are typically 10am to 4pm. A uniform is provided.