



## **Personal Assistant to the Managing Director**

Join us at Cockwells, an award-winning boatbuilding company based in waterside offices near Falmouth, Cornwall - the perfect destination for sailors, surfers and beach lovers. Cockwells is globally respected in the marine industry and at the forefront of designing and building luxury motor launches and Superyacht tenders.

We're looking for a **Personal Assistant to the Managing Director** to start **as soon as possible**. This is a part-time and flexible role. We would love to hear from you if you are self-motivated, super-organised, tech-savvy, an excellent communicator that has a great track record in PA/Office Management/Administration duties.

This is a part-time and flexible role (approximately 20-30 hours a week). Details to be negotiated.

### **Responsibilities:**

This wide and varied role is the lynchpin in our office and integral to the smooth running of our business operations. As well as all the normal PA duties, you will be channeling information from the office to the Board of Directors, assisting with business development opportunities, grant applications, maintaining facilities and researching and reporting on relevant legislation.

If you are office experienced and keen to commit to the job, we will provide you with training to fill in any gaps in skills and knowledge. This position will have direct access to confidential information that should not be disclosed directly or indirectly to others for any other purpose than to perform the essential duties of this position.

### **Required skills:**

- An expert with Microsoft Office suite and Outlook 365
- Proven experience in diary management and organising travel arrangements
- Strong oral and written communication including great grammar skills
- Minute taking at board meeting level
- Experience in writing a wide range of documents from formal reports to customer correspondence
- Organisational skills with an impressive ability to multi-task
- Discretion and trustworthiness.
- Proactive, flexible and adaptable, with a willingness to learn new skills

### **Desirable skills**

- Experience in managing facilities
- Knowledge of Health and Safety guidelines
- Knowledge and/or experience with boats
- Ability to speak other languages
- Experience in applying for Government grants

**Location** The usual place of work for this role is the **Mylor Creek Boatyard, Mylor Bridge, TR11 5NS**

### **Salary**

Salary negotiable depending on experience in the range of £20 - £30k pro rata.

**Benefits**

The company offers staff a four-day, 40-hour week with opportunity for overtime; flexible working; progression and training; competitive rates of pay; an internal referral program; company events; free parking; branded uniforms; a pension scheme and secure employment in one of the most beautiful regions of the UK.

**Interviews**

The deadline for applications is Monday, 13 June 2022. Interviews will be held Tuesday, 14 – Friday, 17 June.

Due to the short deadline, late applications may be considered depending on the number of applications previously received.

**How to apply**

Please submit a covering letter along with your cv clearly stating your suitability for the role, salary expectations, current notice period and location.

We look forward to hearing from you.