



COCKWELLS

Personal Assistant to Managing Director

At Cockwells Modern & Classic Boatbuilding Ltd we are celebrating our 25th anniversary of building beautiful boats and super yacht tenders for our exclusive clientele. Following major investments and redevelopments we are looking forward to exciting times ahead, creating new opportunities and investing in the future of the Company and our workforce.

We have a key position available immediately for an experienced Personal Assistant to work with our Managing Director in our busy offices in Falmouth, crowned as the best place to live in the Southwest by the Sunday Times - the perfect destination for sailors, surfers and beach lovers.

We would love to hear from you if you are self-motivated, super-organised, tech savvy and an excellent communicator with a great track record in PA/Office Management/Administration duties.

This wide and varied role is the lynch pin 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.

Essential PA skills:

- Diary management & organising travel arrangements for the M.D.
- Minute taking at board meeting level.
- An expert with Microsoft Office suite and Outlook 365,
- Strong oral and written communication and with great grammar skills
- 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: you will often be party to confidential information.
- Proactive, flexible and adaptable, with a willingness to learn new skills.

It would be a real asset (but not essential) if you had:

- Some HR knowledge and experience in legislation
- Experience of 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

If you are office experienced and keen to commit to the job, we will be keen to provide you with training to fill in any gaps in skills and knowledge.

SALARY: A competitive and negotiable salary based on experience.

INTERVIEWS: Interviews will take place as and when suitable applications are received.

HOW TO APPLY: To apply, please submit a covering letter with your c.v. to info@cockwells.co.uk