

<b>Portland Harbour Authority – Person Specification</b>		Trainee Vessel Services Support- LANDSIDE This appointment is designed to develop as a Vessel Services support with the capability to oversee, develop and manage solutions to issues that arise from time to time with the Port’s support of vessel and customers.
<b>POST</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b><u>Qualifications</u></b>	Education and Qualifications Minimum GCSE grade C/4 or above in Maths and English.	
<b><u>Experience</u></b>		<ul style="list-style-type: none"> <li>- Previous work experience in an office environment.</li> <li>- Experience using Office 365 for academic or personal projects.</li> </ul>
<b><u>Specialist Skills and Knowledge</u></b>	- Basic knowledge of Office 365 (including Word, Excel, Outlook, and PowerPoint).	Accounting software

<b><u>General Skills and Abilities</u></b>	<p>Good communication skills, both written and verbal.</p> <ul style="list-style-type: none"> <li>- Ability to work well within a team.</li> <li>- Positive and proactive attitude.</li> </ul>	
<b><u>Physical/Circumstances</u></b>	LIVE WITHIN 30 MINUTES TRAVELLING TIME	Availability to work flexible hours if required.
<b><u>Personal and General Qualities</u></b>	<p>Highly motivated and Enthusiastic and motivated.</p> <ul style="list-style-type: none"> <li>- Ability to manage time effectively and prioritize tasks.</li> </ul>	Basic understanding of the maritime industry
<p><b><u>General Comments</u></b></p> <p>Assist in the day-to-day operations of vessel services.</p> <ul style="list-style-type: none"> <li>- Perform administrative tasks using Office 365 applications.</li> <li>- Support the team with data entry, record-keeping, and document preparation.</li> <li>- Communicate effectively with team members and external contacts.</li> <li>- Participate in training sessions to gain knowledge and skills pertinent to the role.</li> <li>- Maintain a high standard of accuracy and attention to detail in all tasks.</li> </ul>		

