**[ENTER POSITION TITLE HERE]**

**INTERESTED IN THIS ROLE?**

**Find us at booth no.**

**XX**

**BRIEF OVERVIEW ONLY. LIMITED TO ONE PAGE IN LENGTH.**

**[ENTER ORGANISATION NAME HERE]**

**Work Type:** [ ]  Full time [ ]  Part time [ ]  Casual [ ]  Apprenticeship/Traineeship [ ]  Contract

**Hours:** [Enter start/finish times? How many/what days per week?]

**Salary:** [Enter Annual/Hourly Salary/Award]

**About your Organisation**

|  |
| --- |
| [2 lines - Describe what does your organisation does?] |

**Benefits:**

|  |
| --- |
| [3 lines - Sell your organisation. Why would someone choose to work at your organisation? What do you offer? Why is this a great role? What is in it for them – i.e. Variety, Great team, Career progression, professional development, flexible work options, etc.] |

**The Role:**

|  |  |
| --- | --- |
| * What will the employee be doing? Eg…
 | * Supporting owners with enquiries, professional advice and general support
 |
| * Assisting with vessel maintenance inspections and tasks
 | * Detailing, cleaning and refuelling vessels
 |
| * Managing the office
 | * Ensuring workshop and working areas are clean and tidy
 |
| * Updating client data
 | * Welding
 |

**Position requirements:**

|  |  |
| --- | --- |
| * What abilities/experience/skills does the role require? Eg…
 | * A minimum one year’s experience
 |
| * Management skills
 | * Own vehicle
 |
| * Good boat handling skills
 | * Ability to work a range of shifts including days, nights and weekends
 |

**Qualifications:**

|  |  |
| --- | --- |
| * E.g. Bachelor, Diploma/Certificate…..
 | * Responsible Service of Alcohol
 |
| * Drivers/HV licence
 | * White Card/Forklift/Confined Spaces/Heights
 |

**Personal qualities:**

|  |  |
| --- | --- |
| * Soft skills/Personality traits E.g…..
 | * High level of initiative
 |
| * Hands-on mentality
 | * Excellent communicator
 |
| * Team Player
 | * Ability to work well under pressure
 |

Office Use Only

**For further information contact:** [Name / phone no. / email]

**Weblink:** [Insert link to your job or website]