**[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:**

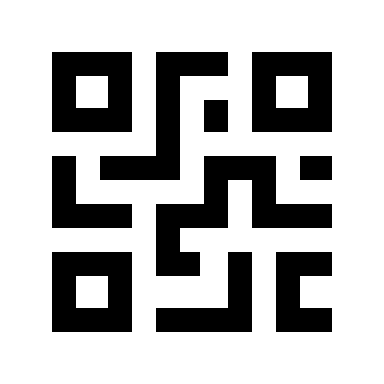
|  |  |
| --- | --- |
| * What abilities/experience/skills does the role require? Eg… | * A minimum one year’s experience |
| * Management skills | * Own vehicle |
| * Good boat handling skills | * Ability to work a range of shifts including days, nights and weekends |

**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]