

**\*\*NEW JOB\*\*** A Yacht brokerage firm is seeking a Charter Assistant. Paying up to £30,000 and based near Green Park. If you are interested please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

**Job Title:** Charter Assistant

**Location:** Green Park

**Salary:** Up to £30,000

### **Charter Assistant Role**

- To support charter team with contracts & admin
- Creating itineraries for clients with the help of the broker and other relevant marketing material.
- Selections (presentations) for brokers to present to clients
- Covering charters/ enquiries when brokers are travelling – to be instructed on anything which might need doing if people are travelling or not able to access remotely.
- Database management help

### **Candidate should be**

- Able to fit in to the team here as we all work very closely and support each other where necessary.
- Ability to deal with a fast paced environment in the summer.
- Ability to self motivate in the quieter months (database management, prospecting, marketing initiatives etc)
- Deals with pressure well and efficiently
- Good with people, lots of the time we are liaising with owners reps and yacht managers to get deals done so good phone manner and ability to be friendly etc with charter managers – relationships are key!
- Great work ethic and happy to pitch in and help – good initiative.
- Happy to work out of hours/ weekends where necessary in high season.