

**PORTLAND HARBOUR AUTHORITY
PERSON SPECIFICATION**

POST

COMMERCIAL SALES EXECUTIVE

ITEM	ESSENTIAL	DESIRABLE
<u>Qualifications</u>	Educated up to at least A 'Level standard with Maths and English GCSE or equivalent.	Educated to degree level in a business, shipping or port related subject.
<u>Experience</u>	Experience in a commercial, sales or business development environment.	Experience in the port or shipping or other transport related sector. Experience in a customer service role.
<u>Specialist Skills and Knowledge</u>	Highly IT literate with experience in the use of Microsoft Office software including excel and word.	Knowledgeable of database and website management.
<u>General Skills and Abilities</u>	Excellent administrative and organisational skills. Excellent customer service skills and focus. Ability to work both as part of a team and independently as required. Flexibility. Able to apply themselves to a number of disciplines at the same time.	Confident in presentational skills. Confident to host meetings, tours and site visits.
<u>Physical/Circumstances</u>	Available to work outside of normal working hours as and when required.	

General Comments

This role will be primarily focused on supporting Portland Port's commercial development and as such working hours and days will vary. The role will also involve working safely on the quayside regardless of weather conditions and time of day. The role holder must enjoy interacting with people as welcoming cruise guests will form part of the role.

A full, clean driving licence is desirable to enable independent travel both around the port and off site using company vehicles as and when required.