



JobTitle: Office Assistant

The Professional Yachtsmen's Association is looking to recruit a bright, motivated person to join their small team in Antibes.

Job Description:

The main role will involve liaising with members and being responsible for the upkeep and management of the member's database and recruiting new members (Access database is a must); plus general office duties and maintenance of office equipment, assisting the manager with creating newsletters and group emailing to members; website upkeep, the organisation of social events, meetings and seminars and attending yacht shows when required. The position is 28 hours per week (including Wednesdays) to start with. There is a possibility to extend to full time for the right candidate.

IT skills are essential with good proven office experience of Microsoft Office (Word, Excel, Access, Outlook and Publishing). Knowledge of website maintenance and of ISO procedures would be a preferable. The chosen candidate will have to be able to format all types of documents and be comfortable with using all MS Word and Publisher design features.

The successful applicant will be a resourceful, flexible and motivated individual capable of working well within a team and someone keen to develop their role further within the association. Salary and start date to be discussed. Applicants should also be fluent in French as well as English and knowledge of the yachting industry is preferred.

Please send your CV with photo and letter of motivation to bridget@pya.org