

A woman with short dark hair, wearing glasses and a black lanyard with the text 'Universal Marina, Hamble River' and a logo, is leaning over a desk and writing in a notebook with a silver pen. The background is a soft-focus indoor setting.

We Need a Receptionist!

Passionate about customer relations and being within a small team?

Please send Applications to
info@universalmarina.co.uk

UNIVERSAL MARINA

RIVER HAMBLE

A person with dark, curly hair and glasses is shown from a high angle, looking down at a notebook. They are wearing a white shirt and a black lanyard with a logo and text that includes "Universal Marina" and "Hamble River". They are holding a silver pen and writing in the notebook. The background is blurred, suggesting an office or workspace. The text is overlaid on the image in a large, black, sans-serif font.

Meeting and greeting our customers, deliveries and contractors. Ensuring anyone coming to site is registered and approved on all the necessary platforms we operate on. Good knowledge of excel is required and training for other platforms will be given to maintain our bookings and car parking operations. Some weekends will be required with this role.