



Milford Haven Port Authority

## JOB PROFILES

# Administration Assistant



### What is the work like?

As an Administration Assistant you would deal with day-to-day office work including word processing, photocopying and filing, organisation of meetings and minute taking. You would be working in a support role within a team coming into contact with a wide variety of people.

### What qualifications and experience would you need?

Most posts require education to NVQ Level 3/A Level or equivalent standard. A formal secretarial/administration qualification would be beneficial, though people with good typing skills and some office experience may be considered for certain positions. You will need to demonstrate ability to produce professionally laid out documents through a computer literacy test at interview.

### What further training and development might be available?

MHPA encourages all staff to develop their skills to enable them to do their jobs better; so individuals wishing to gain further qualifications relevant to the job will generally be supported. This might, for example, be an NVQ Level 3 or 4 in Business and Administration through Pembrokeshire College or an on-line Excel course carried out in the workplace.

### What are the hours and working conditions?

Most Administration Assistants work a full time 37.5 hour week with MHPA, Monday to Friday, though there are part-time opportunities. You would be based in the general office or in one of our other offices around Milford Haven. Most of your work would be computer based and on the telephone, assisting colleagues and members of the public. Some positions involve secretarial work for senior managers

### What skills and knowledge would I need?

- Good communication skills, written and oral
- Good level of English, spelling and grammar
- Computer literacy with excellent typing skills
- Accuracy and attention to detail and processes
- Good organisation skills with a methodical approach to tasks
- Able to use own initiative but also to know when to refer to a supervisor
- Ability to work well as part of a team

All job vacancies as they arise are advertised on the MHPA website available at:  
[www.mhpa.co.uk](http://www.mhpa.co.uk)



Gorsewood Drive  
Milford Haven  
Pembrokeshire  
SA73 3ER

Tel: +44 (0)1646 696100  
Fax: +44 (0)1646 696125  
[enquiries@mhpa.co.uk](mailto:enquiries@mhpa.co.uk)  
[www.mhpa.co.uk](http://www.mhpa.co.uk)

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