



**THE HONOURABLE COMPANY OF MASTER MARINERS**  
H.Q.S. "WELLINGTON", TEMPLE STAIRS, VICTORIA EMBANKMENT  
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**RECEPTIONIST & ADMINISTRATOR TO  
THE HONOURABLE COMPANY OF MASTER MARINERS**

The Honourable Company of Master Mariners (HCMM), founded in 1926, is seeking to appoint a part-time Receptionist/Administrator. The HCMM's membership comprises Masters from the Merchant Navy and seagoing command experienced officers of the Royal Navy. The Company is actively involved in promoting the professional role of Sea Captains and the career development of Navigating Officers. Further information about the Company may be found by visiting our website [www.HCMM.org.uk](http://www.HCMM.org.uk)

The Receptionist/Administrator will support the Clerk with manning the reception desk two days a week, with a third day working in the main office supporting the administration.

The successful candidate must have a good command of the English language (written and oral), be self-motivated, adaptable, ICT competent, and have a good track record in administration and record keeping. The role will be based onboard HQS WELLINGTON, our floating Livery Hall therefore, location in London would be preferable.

Contract:	Part-time
Hours:	21 hours (three days) per week
Salary:	£14,000.00
Closing date:	Friday 7 <sup>th</sup> January 2022 @ 1700
Interview dates:	Week commencing 10 <sup>th</sup> January 2022
Starting date:	1 <sup>st</sup> February 2022 or nearest date possible

Apply by forwarding your detailed Curriculum Vitae together with a covering letter outlining your aptitude for the role, by email, to [clerk@hcmm.org.uk](mailto:clerk@hcmm.org.uk) before the closing date.