

## **MARINA OFFICE ASSISTANT JOB DESCRIPTION**

### **SUMMARY**

Perform daily duties in the administration operation of the West Basin Marina ("Marina"). This employee typically works at the Marina year-round, with the expectation that more hours will be worked during the spring, summer, and fall with fewer hours worked in the winter months. This schedule and the daily hours may vary depending on operational requirements.

### **SUPERVISION RECEIVED**

Work under the supervision of the Marina Manager or Marina Assistant in the absence of the Marina Manager.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Collect transient dockage fees and maintain log-in records in accordance with Harbor Authority and State of Michigan rules.
2. Office related work such as: Answering Marina Office phones, monitor marine radio, prepare mailing lists, updating customer information, mail out monthly newsletters, prepare/mail/and collect slip lease contracts and payments, prepare/mail/and collect haul-out contracts and payments, scheduling customers for launch or haul-out, stocking the shelves in the Marina Store, invoice customers for services, invoice customers and maintain the seasonal slip waiting list, rent seasonal slips under supervision of the Marina Manager.
4. As directed by the Marina Manager, provide on-site support of special programs and events.
5. Positively promote the Marina to community residents and visitors.
6. Perform related duties as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skill in establishing and maintaining effective working relationships with fellow employees and the general public.

Ability to regularly work variable hours, occasionally including evenings, weekends, and holidays.

Required education and experience include a high school diploma or equivalent, and two-year related industry, or customer service experience.

Proficient in the computer programs such as Microsoft Word and Excel.

A valid Michigan driver's license is required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 15 pounds. Specific visual abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is mainly working indoors but could be exposed to moving mechanical parts and/or heavy equipment.