

## **Dockmaster – Sea Harbour Yacht Club Condominium Association – Oriental, NC**



### **Job description**

We are looking for a focused, high energy, member service-oriented independent contractor to provide dock master services for an 87 slip marina. This independent contractor will be the face of the marina and will be responsible for property upkeep and maintenance of the facility.

In addition to the slips, we have a clubhouse with an office, two lounge areas, shower facilities and a seasonal pool. The association also owns a spoil site requiring maintenance for the purpose of dredging Pierce Creek every 5-7 years.

Contractor and its staff must be experienced, detail oriented, multitaskers, with flexibility and a strong work ethic and excellent customer service skills.

Experienced applicants should send their background, qualifications, and compensation requirements to [jeff.kenyon@gmail.com](mailto:jeff.kenyon@gmail.com).

### **Job Duties**

- Providing members with service and support as their primary point of contact with the marina
- Daily visual check on all boats, docks, and buildings
- Pumping fuel at member boats and aid in pump out when needed during normal business hours
- Coordinate storm preparations, cleanup, and repairs
- Perform minor repairs and maintenance for buildings and docks
- Provide monthly reports for the board – as needed
- Provide a Certified Pool Operator
- Keep all supplies in stock (office, cleaning, bathrooms, pools, fuel, ice)
- Take actions necessary to keep marina in compliance with all federal, state, and local laws, rules, regulations and ordinances.
- Manage financial dealings of the marina – budget development, monthly billings, payments, supply year end Federal and state tax returns information for CPA preparation

### **Required Knowledge, Skills and Abilities**

- Proficiency with QuickBooks which is the tool used to manage association finances
- Microsoft office programs including Excel and Word
- Previous marina experience and boating knowledge
- Exceptional communication and member service skills
- Ability to problem solve and multitask
- Must live locally within daily commute distance

### **Job type**

Full time

### **Benefits**

This is an independent contract position paid on a 1099 with benefits being the responsibility of the applicant.

### **Applicants**

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