Marina Operations Manager

Job Description
The Marina Operations Manager supervises employees and procedures at the marina to ensure the facility runs smoothly, safely and efficiently. They ensure that the business is well-coordinated and productive by managing its procedures and managing its employees.

Core Tasks
- Set and meet goals for service, operations, and financial results
- Maintain excellent customer service standards
- Perform front-line customer service
- Maintain property and equipment
- Inspect and adhere to safety and sanitation guidelines

Workplace / Environment
- Work hours
  Approx. 40 hours/week
- Environment
  Employee Supervision is expected
  Frequent standing and movement come with inspecting the marina
  This is a Moderately Stressful work environment
- Travel
  Minimal Travel can be expected, although some local movement from marina to office is common

Education / Prerequisites
Education Level
Associate degree in Management or similar fields is preferred

Pre-Job Preparation
Prior experience as a marina worker or manager is generally more important

High School:
- Business classes
- Public Speaking
- Advanced writing classes
- Future Business Leaders of America

Experience
Soft skills
- Communication
- Customer Service
- Leadership
- Management

Technical skills
- Familiarity with relevant software (Scribble, QuickBooks, Microsoft Office Suite)
- Financial management and bookkeeping

Salary
Entry – $45,000
Middle – $85,000
Top – $134,000