



Sales | Service | Storage | Slips | Rentals

Dock & Rental Boat Manager

Moose Landing Marina | Naples, ME

To apply to this job, email Jason@MooseLandingMarina.com

Position Details

Job Status: Full Time

Career Level: 5+ years experience

Minimum Degree: High School or Equivalent

Department: Service/Rental Department

Supervisor: Moose Landing Marina General Manager

FLSA Status: Non-Exempt

Pay Type: Annual Salary - \$35,000-45,000/year based on experience and performance

Available Benefits: Health Insurance, Dental, 401K, long & short-term disability insurance, continued career training and support.

Major Duties and Responsibilities

- Oversee all rental boat functions for both Moose Landing Marina (MLM) and Point Sebago (PS).
- Tend to custodial needs of vessels, prior to and upon return of boat.
- Ensure the docks are consistently monitored for safety and efficiency purposes.
- Work with Freedom Boat Club (FBC) Manager to assist in their boat scheduling and general operations.
- Work with FBC Manager to ensure their customer service standards of quality are met.
- Integrate the FBC model to MLM in regard to training, reservations and customer experience.
- Responsible for all hiring and scheduling of dock staff for MLM, PS and FBC.
- Develop work schedules for MLM, PS and FBC that ensure adequate dock staff coverage while also keeping payroll costs in line with set budgets.
- Develop/incorporate rental operations safety standards for MLM, PS and FBC customers and rental teams as required by our insurance companies.
- Develop and maintain a regular maintenance schedule and fuel safety standards for boat rental fleets.
- Oversee centralized purchasing and sales for all rental vessels in conjunction with the Sales Manager at MLM.
- Research an online boat reservation system for MLM for implementation during Fall/Winter 2018.
- Work with MLM General Manager and Billing Manager to coordinate boat slip assignments and billing. Develop a one-price per slip model with quarterly payment schedule for Fiscal Year 2019.
- Work with MLM Office Manager to ensure all financial records and billing are accurate and meet company standards and requirements.
- Assist boaters with loading and unloading car and or boat, assist with arrivals and departures.
- Perform other duties as assigned and committed to delivering the highest levels of customer service.
- Work with MLM Office Manager with all HR, financial and insurance transactions including acquisition and removal of boats from fleet.
- Collect register tapes and cash deposits nightly.

Skills & Requirements

- Five (5)+ years previous management experience which included people management, oversight of budgeting activities, inventory control, and revenue management.
- Strong Microsoft Office skills in Excel and Word software.
- 2-3 plus years of experience in marina or hospitality work environment preferred.
- Seeking candidate that is ethical and accountable, has a positive attitude, a strong work ethic, and is a great teammate.
- Must be extremely organized and detail oriented.
- Thrives in a fast-paced environment and has the ability to make independent decisions to determine appropriate course of action.
- Must be a self-starter with strong communication and customer service skills.
- Valid driver's license and good driving record with proof of insurance.
- Must be willing to work weekends in the summer.
- This position requires the employee to spend 90% off the day outside in all weather conditions.

About Moose Landing Marina

The largest on water facility in the lakes region, Moose Landing Marina's 15-acre property has over 1,000 feet of water frontage and offers easy access to both Long and Sebago Lakes. Located just minutes from Portland on Brandy Pond in beautiful Naples, Maine, our full-service marina has over 200 deep water slips, a convenient boat launch ramp, a double-sided fuel dock, and a fleet of rental boats.

We are an authorized dealer and service center for Yamaha marine engines and represent the following boat brands: Aqua Patio, Hurricane, Ranger Tugs, Regal, Sanpan, and Sweetwater.

We strive to deliver above the competition by providing exceptional accommodations in our marina and impeccable customer service from sales to service to storage and transport. Our team of expertly trained technicians can assist with everything from basic preventative maintenance and routine repairs to electronics installations, fiberglass and gelcoat cosmetic services, to engine overhauls and repowers.