

EMERY COVE YACHT HARBOR

JOB ANNOUNCEMENT

ADMINISTRATION – OFFICE MANAGER

Location: Emery Cove Yacht Harbor,
3300 Powell Street #203, Emeryville, CA 94608
Ph. (510) 428-0505 Fax (510) 428-4940 Email: info@emerycove.com

About Emery Cove Yacht Harbor

Emery Cove is a first class 460-slip recreational marina with 10 office spaces. Emery Cove is a 'dockominium' marina with each slip individually owned and therefore offer both the rental and ownership of boat slips. All staff work under direction of a Board of Directors. The harbor was completely renovated waterside in 2020 with an aluminum substructure dock system with Ipe hardwood decking by the manufacturer Structurmarine. The landside shower/restroom/laundry was also renovated in 2022.

Hours: Full Time - Tuesday thru Saturday – weekend day required
Pay: Hourly Wage \$25 + depends on qualifications and experience.
Benefits: Comprehensive Benefits include: Medical (Kaiser), 401k, sick days/vacation days/holidays

The Administration position is our first contact with our boaters and slip owners at the marina. A successful candidate will need excellent customer service skills both in person and on the phone. This position must also be strong in multi-tasking since this is a high traffic and active office with interruptions. This is not an entry level position, experience is required.

The position is primarily responsible for ensuring that all paperwork (applications, lease agreements, insurance and registration) for new tenants is complete and accurate. Bookkeeping- 650 accounts with monthly payments, posting A/R and running monthly statements for the current tenants.

This position reports directly to the Harbor Master and Assistant Harbor Master and is administration for the harbor office, first contact with tenants.

Job Responsibilities include:

- A/R - monthly payments from 700 statements.
- Monthly delinquent letters & late fees.
- Monthly entry of 460 Electric Meter reads to tenant accounts.
- Leasing- sign all month to month leases with new boat tenants.
- Handle paperwork and security deposit refunds for tenants moving out.
- Maintain annual insurance records for 460 tenants
- Answer, screen, and distribute all incoming phone calls, faxes and mail.
- Greet and sign-in visitors,
- Monitor vendor insurance and loaner keys,
- Email monthly statements and mail approx 150 (Print, stuff and mail) with newsletter.
- Monitor and order office supplies, graphic supplies and janitorial supplies
- Prepare and mail marketing sales packages
- Assist with filing and organizing.
- Weekly staff meetings- includes weekly walk thru of Restrooms and oversight, taking minutes of the meeting, report on insurance and delinquent status.

Help with company events: boat show, holiday party, annual slip owners meeting, yacht club cruise-ins, coast guard events
Ensure soda machines are stocked
Make sure Office and Customer common area are clean.
Support management when called upon

Required Skills

- College Degree or equivalent work experience
- Understand customer relations and customer service
- Exceptional time management skills, multi-tasking, Ability to work well with interruptions
- Team player, self-motivator. It's a small office
- Extraordinary discretion, high-level confidentiality, mature attitude
- Organizational skills and detail oriented
- Excellent written and verbal communications skills, typing 35 WPM minimum,
- Bookkeeping, understanding of standard A/R accounting practices,
- Read write and speak English
- Proven working knowledge of Word, Excel, Microsoft Outlook.
- Dependable
- Must be able to lift 25 lbs. Must be willing to go outside in adverse weather conditions.
- Valid Drivers License for occasional errands – need to provide recent DMV record
- Some Boat knowledge for assistance in emergency's
- Minimum- 3 year's administration employment experience in multi-faceted office with multiple responsibilities
- Be able to swim

Desired Qualifications

Experience with QuickBooks and accounting skills
Knowledge of boats

Send Resume and salary requirements to Diane Isley, Harbor Master by;
email- diane@emerycove.com, Fax- 510-428-4940, or Mail- 3300 Powell St #203, Emeryville,
CA 94608