



OPEN POSITION

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Position:	<u>Marina Office Administrator</u>	Location/Department:	<u>Marina</u>
Reports To:	<u>Marina Project/IT Manager</u>	Application Deadline:	<u>N/A</u>
Status	<u>Full-Time</u>	Union Position:	<u>No</u>

PIER 39 Marina boast panoramic views, features 300 double fingered wooden dock boat slips and is just seconds away from the best sailing arena in the bay. The West Yacht Harbor rebuilt with brand new docks accommodates guest docking for boats up to 60 ft. The East Yacht Harbor consists of long-term and transient boat slips that can accommodate boats up to 85 ft.

PRIMARY RESPONSIBILITIES:

We are looking for a friendly face who thrives in a challenging environment. This individual should be organized and have the ability to multitask and deliver an exceptional customer experience to our visitors and tenants. A working knowledge of marina operations and the boating industry is highly desired. The position will be the first point of contact for all nautical visitors and vendors and will also be responsible for providing general administrative support to the Marina Team.

PRIMARY DUTIES:

- Performs the Marina Office open and close procedures
- Assists all guests and vendors including responding to guest docking inquiries and coordinating reservations
- Distributes general correspondence and information to owners and tenants
- Updates the Marina website and creates content on social media platforms
- Updates and maintains Marina tenant and guest information
- Audits tenant documents for accuracy and compliance with sublease requirements
- Balances the daily transactions and prepares reports
- Performs accounting tasks, including entering payments, depositing daily sales, and maintaining and balancing petty cash
- Assigns, tracks, and provides reports on the electronic key fob system
- Processes rental applications
- Audits tenant parking cards
- Orders supplies and keeps the Marina office well organized

PIER 39 is a 45-acre waterfront complex that is a gathering place for millions of San Francisco locals and visitors. In addition to its 14 full-service restaurants, 90+ shops and popular attractions, PIER 39 also has a 5-acre waterfront park and a 300-berth marina. PIER 39 is known for its spectacular views of the Golden Gate and Bay Bridges, Alcatraz Island and the San Francisco city skyline. PIER 39 is also home to the world-famous California sea lions.

PIER 39 is an equal opportunity employer.

All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, sexual orientation, gender identity, national origin, protected veteran status, or on the basis of disability.

Interested applicants should apply by going to
www.pier39.com/jobs