



Position: Office/Marina Assistant - FT
Company: Minty's Marine Service
Contact: Michelle Harding
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Phone: --
Fax: 888-767-4755
Date Posted: March 19th, 2018
Start Date: April 16th, 2018
Job Status: Full Time
Salary: \$16-\$20/hr based on experience

Position Description:

Our shop location is based on the southern part of Georgian Bay in Penetanguishene. We offer a mobile service and 24-hour emergency service to customers. Exceptional customer service and quality workmanship set us apart from our peers within the marine and small engine service and repair industry. Our technicians have a keen eye for detail and are experienced repairing and servicing all brands of marine power, boats, inboard or outboard motors, personal water crafts, snowmobiles and small engines.

Marina Administrative Assistant

If you are familiar and comfortable in a marina environment and have office/ administrative experience, this job might be for you! Do you excel at multi- tasking? Enjoy a variety of duties and tasks throughout the day?

Minty's Marine is looking for a dynamic, customer oriented person who will be happy to take the initiative to do what needs to be done to help the marina run in the most efficient manner. Ideal for someone who enjoys some hands on work around the marina. Employer has staff who share these duties but need someone who is reliable, dependable and can manage various duties and tasks throughout the day.

Job Description:

Administrative:

- Greet customers, answer phones
 - Help or direct customers as needed
 - Cover front desk as needed
 - Receive payments from customers and process credit card payments
 - Prepare bank deposit when needed
 - Help other departments as needed
 - Enter labour and parts on service tickets
 - Price service tickets and invoice customers
 - Order and receive parts for jobs and inventory
- and schedule technicians for customer's inspection and/or service
- Prepare invoices for service tickets or over the counter sales as required
 - Obtain information daily such as serial numbers, and other needed info on the boats, snowmobile and small engines.
 - Helping mechanics when needed or required

Housekeeping:

- Energetic person that will willing to clean up after the staff on the boats after they are finished a job
- Cleaning the bathroom daily

Requirements:

- Mature responsible candidate
- Ability to work flexible hours 9 am - 5 pm and some Saturdays
- Data entry
- Attention to detail
- Bookkeeping knowledge
- Quickbooks experience mandatory, invoicing and billing
- Microsoft Office, Word/Excel/Outlook experience an asset
- Parts ordering experience is an asset
- Marina experience is an asset
- Ability to walk down a dock comfortably and get into a boat or help boaters dock safely (*important when someone radios in, the Office/Marina Administrative will be the person that goes to help)

Please email michelle@mintysmarineservice.com or fax your resume to 1-888-767-4755. We thank all applicants. Only those selected for an interview will be contacted.

Job Site Location:

Tiny

Hours of Work:

Flexible

Advertise Until:

Apr 7, 2018

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