



Job Title: Assistant Marina Manager

This is a rare opening of a management-level position at Kingman Yacht Center, Cape Cod's premier marina, boatyard and cruising center.

Principal Duties and Responsibilities: The Assistant Marina Manager reports directly to the Marina Manager, assisting in day to day operations and developing, implementing and managing all waterfront matters.

During the summer season, develops and assists in managing a competent and motivated seasonal staff. Assists with developing schedules as well as maintaining reports, contracts and forms. Assists in scheduling vessel movements, docking, fueling and coordinating slip and mooring assignments. Responsible for safe operation of all docking and vessel movements and ensure launch service operates safely and efficiently. This is a first-line customer contact position.

During the off season, the Assistant Marina Manager will assist in written and telephone contact with winter storage and seasonal dockage and mooring customers. Other inside, office duties as required.

Requirements: To succeed in this role, the Assistant Marina Manager must have the ability to multi-task and have excellent problem-solving and customer relations skills. In addition, this individual should possess a collaborative working style and strong interpersonal and managerial skills.

High school graduate or equivalent. Computer literate. Previous managerial/leadership experience preferred. USCG Limited Masters License (Launch License) preferred and required within one year of hire.

Time Commitment: Full time year-round position, 40 hours per week with additional weekend and holiday hours required seasonally.

Compensation: Base salary commensurate with skills and experience. Opportunities to supplement salary with tips from operating company launches will be available. 100 % Health Care premiums paid by the company as well as participation in the company profit sharing program and annually accrued paid time off make up a competitive compensation package.

Reply in Writing to Jeff Pimentel at jeffp@kyc.us.