



****MANAGER AT WATERFRONT FACILITY****

- ❖ **Work in an office that has the best view in Annapolis!**
- ❖ **Meet new people as a “waterfront concierge” for visitors to Annapolis.**
- ❖ **Enjoy managing a fun and friendly team.**

RESPONSIBILITIES

- Manages the dockside office: including customer service representatives and dock staff.
- Maintain small dock facility (re-attach loose boards, attach fenders, etc.)
- Coordinate with hotel and engineering staff.
- Manage inventory and place orders with vendors.
- Inform dock staff and crew of daily activities.
- Act as a front-line person for our customers and concierge for visitors by answering questions and providing directions.
- Sell tickets by phone and in-person for Schooner Woodwind.
- Accept docking reservations for small wharf-side marina (both commercial and transient).

BACKGROUND

Must be computer savvy, and have worked with a POS system previously.
The successful candidate will be a friendly and safety-minded individual.
Hospitality/customer service or retail experience is required, including point of sale.
Boating knowledge and enthusiasm for boating is required.

QUALIFICATIONS

The successful candidate should have the following qualifications:

- Self Motivated
- Must be proficient using computers, including trouble shooting
- Open to new ideas, and a “team-player”
- Detail-oriented
- Ability to multi-task and enjoy a fast-paced environment
- Local area knowledge a plus
- Basic math skills with ability to reconcile money
- Excellent oral communication skills and good phone demeanor.
- Weekend work is required

COMPENSATION

Full time, year round, salaried position with benefits, and pay range is commensurate with experience.

*Possible seasonal position may be available- please apply if you are able to work from March through mid-November.

OTHER COMPENSATION

Our standard employee perks include the ability to bring friends & family aboard the Woodwinds’ when seats are available and employee discounts at Pusser’s Landing Restaurant and Store. Full time, salaried employees qualify for Marriott Associate Program.

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