



MARINA MANAGER

Hours of work: Full-time to include weekend work

Salary: For discussion at interview stage and dependent on experience

This is a great opportunity for someone looking for a busy and autonomous role to manage our 150-berth marina and café, together with several holiday lodges and homes which will be completed soon. Best of all, you will be working in one of Shropshire's most stunning waterside locations.

The ideal candidate will be highly-motivated, adaptable and keen to play a hands-on role whether liaising with customers, carrying out a variety of maintenance tasks or ensuring high standards across the site. An interest in or knowledge of boating and a good level of maintenance skills would be preferable.

Due to the seasonal nature of the marina's business, the Marina Site Manager will be required to work flexible hours including weekends and bank holidays.

As well as providing excellent working conditions, we can also offer the Manager living accommodation - a newly renovated two-bedroom apartment at the Marina or a residential mooring if required.

The role may appeal to a boating enthusiast with commercial experience, someone looking for a complete career change or a couple who want to take advantage of a superb lifestyle in the countryside.

Job Responsibilities/Key Accountabilities:

People management:

- Manage small team of marina operatives and café supervisor.
- Manage shifts and holidays for all staff to ensure adequate cover at weekends and peak times.
- Responsible for the management of external suppliers of maintenance and cleaning services.
- Be responsible for the Marina Health and Safety.

Site Management:

- Manage regular maintenance and cleaning of the premises and holiday properties.
- Perform daily checks around the site including the Marina moorings and equipment.
- Ensure the external marina facilities and grounds are maintained through the regular mowing, weeding etc
- Ensure that any Marina repairs are done in a timely manner and the Marina property is maintained and regularly serviced if required

Financial & Administrative:

- Monitoring and ordering of stock and supplies of the chandlery and shop replenishing stock when required
- Ensure effective control of expenses, and operating costs.
- The responsibility for the controlled oil dispensing at the marina
- Deal with daily banking and cash reconciliation
- Preparation and maintenance of mooring and commercial agreements
- Completion of Marina in-house spreadsheets & returns for submission to Accounts dept.
- Advise and recommend annual mooring rates, remaining competitive in the area. Co-ordinate marina operations to obtain optimum berth occupancy rates
- Provide key statistical mooring data, as required
- Assist in developing marketing and sales initiatives

Customer Service

- Assist new and existing customers and residents with their requirements, including showing them around the site, issuing with gas, coal and fuel etc.
- Ensure all marina emails, phone messages and mail are dealt with in a timely manner
- Meet & greet holiday makers for the holiday rental properties.

Personal Qualities, Motivation & Expectations:

- Experience in business management and customer service
- Ability to work under pressure and meet deadlines
- Ability to work as part of a team as well as on own initiative
- Proactive approach towards tasks
- Self-motivated
- Excellent communication and organisational skills
- Time management and prioritisation of workload

How to apply:

Send CV and covering letter to: accounts@grocottdevelopments.co.uk.

Closing Date for Applicants: Friday 9th April.