



Job Description

Shellharbour Marina located in Shell Cove is one of Australia's newest marina developments just 50nm south of Sydney Harbour, and we are currently looking for a self-motivate and energetic marina professional to join our team. If you have a passion for the water, love of a challenge and have a personality for great customer service we would like to hear from you. The Marina Dockmaster role is a 'face to face' customer focused role within the company whilst ensuring the safety of our customers vessels and keeping the marina in impeccable condition.

Job Requirements

To make this position your own you will be required to:

1. Have excellent customer service skills and willingness to go the extra mile.
2. Be responsible for the condition, aesthetics and must be capable of general maintenance of the marina facility.
3. Demonstration proficiency in computer literacy and use of other devices to ensure all reporting is accurate and up to date.
4. Have previous marina operations knowledge.
5. Be fit and willing to work in an outdoors environment.
6. Stay reliable, flexible, and adaptable to work in a dynamic team environment capable of working weekend, public holidays and weekday rosters as agreed.
7. Have boating knowledge and the capability to operate a small marina vessel.
8. Have an eye to detail with regards to marina maintenance and OH&S issues.

Key Duties:

Ensuring all required operational tasks are carried out in a timely manner. Duties include but not limited to:

1. Daily monitoring of marina and associated areas. Communicating back to management areas of required maintenance or concern.
2. Ensure the safety and security of the marina customers vessels. Special attention required during weather events.
3. Monitor marina and adjoining areas ensuring they are kept clean and tidy.
4. Ensure all scheduled and preventative maintenance is carried out and documented.
5. Assist with Boatyard operations when required in future development.
6. Refuelling of vessels.

Applicant must have:

Minimum 12mths in a Marina role.

Current drivers and boat licence

Ability to swim

High personal presentation