



## MARINE GROUP

BOAT WORKS

SAN DIEGO BAY | LOS CABOS

Marine Group Boat Works 1997 G Street - Chula Vista, CA 91910  
Toll Free: (800) 281-5565 Direct: (619) 427-6767 Fax: (619) 427-0324

### **Sales, Marketing & Communications Coordinator/Administrative Assistant**

Marine Group Boat Works, a world-class full service yacht repair and boat construction facility, is looking for a vibrant, energetic sales and marketing coordinator to join the sales, communications and marketing department. With several companies associated with our brand, the ideal candidate will gain a variety of experience related to Advertising, PR, Social Media and communications all within a fast growing and dynamic field of maritime.

A snapshot of tasks and programs you'll be supporting on a day-to-day basis are:

- Managing Social Media accounts, preparing and monitoring posts
- Community relations and coordinating donations as part of our Giving Back program
- Drafting press releases, building media lists, media relations, coordinating news/segments
- Coordinating tradeshows, boat shows, community events, advertisements and sponsorships
- Coordinating travel, booking accommodations, managing travel schedules
- Front Desk coverage, providing customer service, answering phones, and general gate keeping
- Tracking and measuring sales, leads, customer inquiries
- Website maintenance and content management
- Administrative duties such as filing, photocopying, collating, faxing etc
- Covering office personnel breaks

### **Work Environment**

Fast-paced environment. The office is located within a working boatyard, must appreciate being near the water and appreciate making connections with all segments of the marine industry—from craftsmen and women, subcontractors, yacht owners and crew, boat operators and local community/associations. Position requires working at a computer desk for extended periods of time. This position also requires sitting, standing, bending, pulling, talking and using manual dexterity, eye-hand coordination.

### **Minimum Requirements**

- Associates degree and 3 years' experience working in a sales, marketing and/or communications support role
- Proficient using Outlook, Word, Excel and Powerpoint
- Experience in customer service, the retail, hospitality, and/or marine industry is a plus
- Ability to communicate effectively with co-workers, management, vendors, and customers (people skills)

- Excellent written and oral communications skills with knowledge of English grammar, spelling and academic vocabulary
- Able to manage several tasks at once, use sound judgment, creatively brainstorm and follow up on prioritized assignments
- Experience using a PC/laptop computer and other office equipment (copier, printer)
- **Ability to pass a pre-employment criminal background check, drug screen and physical**

### **Hours, Salary and Benefits**

Monday through Friday 7:30am-4:00pm. Salary based on experience.

Full benefits package- (Incl. Health, Vision, Chiro., LTD, Short Term Disability, Company Paid Life Insurance, Voluntary Life Insurance, FSA (Med. and Dependent), 401k, Holidays, Paid Time Off, Company Events)

**Please submit resume, cover letter and application to:**

Marine Group Boat Works

Attn: Erika Fifield

997 G Street

Chula Vista, CA 91910

Or email: [hr@marinegroupbw.com](mailto:hr@marinegroupbw.com)

Please visit <http://www.marinegroupboatworks.com> for an application.

### **AA/EEO/VEVRAA**

Marine Group Boat Works, LLC is an AA/EEO employer and VEVRAA contractor and shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.