



## 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 1Direct: (619) 427-6767 1Fax: (619) 427-0324

### **Front Desk Office Coordinator, Executive Assistant**

Marine Group Boat Works is looking for a vibrant, energetic person to join our team headquartered in Chula Vista, CA to keep our office running smoothly while providing administrative support to the Executives and other departments.

Being at the front desk and the first person whom customers, visitors and employees see, the ideal candidate is welcoming, pleasant to talk to, enjoys working with and helping people and comfortable working in a fast-paced environment. You'll also be the executive assistant and support to all departments which comes with administrative tasks that range from filing to booking travel to stocking kitchen supplies. A snapshot of day-to-day tasks include, but are not limited to:

- Answer, screen and forward any incoming phone calls while providing basic information when needed
- Greeting and directing all people that walk in the door while managing the flow of customers, subcontractors and guests through the yard
- Performing executive and administrative assistant tasks such as booking travel, coordinating meetings, managing personnel schedules, etc.
- Basic administration support to all departments (e.g. HR, Contracts, Purchasing, Marketing, Project Management, Production) performing clerical duties such as filing, photocopying, collating, faxing etc
- Maintains and stocks office, meeting spaces and common areas
- Receive and sort daily mail/deliveries/couriers.

### **Work Environment**

Front desk/office environment with standard equipment and tasks. Fast-paced environment. The office is located within a working boatyard, must appreciate being near the water and get along with trades people as well as boat and yacht owners and operators. 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
- 3 years' experience working in an administrative or customer service role.
- Proficient using all Microsoft Office applications, specifically Word, Excel and Powerpoint
- 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)
- Experience in the retail, hospitality, or marine industry is a plus
- **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 Time. Hourly.

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.