

Amatique Bay Searches for New Marina Manager

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by Jody Aston, Editor

The beautiful Amatique Bay Resort and Marina is searching for a new marina manager. If you can meet all the requirements and think you can do the job, contact Agustin Estrada by email at aestrada@amatiquebay.net or telephone 5511-1580. Their website can be found [here](#).

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Opportunity to join a great team. We are seeking an experienced marina manager that possesses strong skills in tenant relations, maintenance and property management experience. This position will oversee all aspects of marina/dock operations and oversee the leasing of docks, dry docks, etc. Please read the complete Duties and Requirements prior to submitting your resume. With your resume submission include a cover letter outlining how your experience meets the qualifications for the position for which you are applying. Please include your financial expectations or any other requirements.

Dock Master duties:

- Responsible for the management of marina / dock operations
- Conduct the day-to-day operations and maintenance of the property.
- Maintain strong tenant relations by prompt and complete responses to tenant requests for information or service. Proactively solicit input and feedback from tenants.
- Inspect the docks, boat slips, dockheads and perimeter of the building daily and perform any needed maintenance or repairs and order and needed parts or supplies.
- Exhibit boat slips to potential tenants and complete the leasing process including application process, initial payment, credit, employment and rental history verification.
- Oversee compliance with all governing regulations, codes and laws and cooperate with state and local officials for dock and property policies and inspections. Ensure proper equipment usage and work safety.
- Prepare and maintain leasing documents, tenant correspondence, and any other required documents. Ensure proper signing of all required forms and documents. Maintain tenant, equipment and vendor files.
- Perform other related duties as required.

Requirements:

- Prior experience with docks and/or marina maintenance on a management level.
- Must be able to work weekends.
- High School Diploma and job related certifications.
- Strong tenant relations with a high level of diplomacy.
- Strong organization and time management skills, works multiple projects and meets deadlines.
- Communicates effectively in person and through written correspondence.
- Proficient in Microsoft word, excel, Internet and email.

We conduct full background screening on all candidates including; criminal background screening and drug screening.