



Position: Marina Director

Job Type: Full-time

Job Location: Niceville, FL at Emerald Coast Marine Headquarters

Job Summary:

The Marina Director is an integral part of the senior leadership team.

The Marine Director builds and oversees a positive team environment that embraces the company's culture of delivering the highest level of customer service and satisfaction for all ECMG clients.

The Marina Director is responsible for all aspects of dry storage, wet slips, yacht club and overall marina management, to include general maintenance of facilities and equipment.

The Marina Director is also responsible for the marina's continued business development initiatives, overseeing budgets, forecasting and future expansion activities.

Essential Duties and Responsibilities

- Lead day-to-day operations and management of all marina operations
- Oversee all facility and equipment maintenance
- Build, mentor and lead an enthusiastic marina team committed to excellent customer satisfaction
- Implement processes that increase safety awareness and efficiencies throughout all marina operations
- Manage and train all marina employees
- Manage maintenance work done throughout the facility to ensure safe and acceptable property and equipment, as well as providing a professional and an aesthetic appearance
- Effectively manage sales for both wet and dry slip leasing, facilities, and guest relations

- Sustain and optimize profitability, performance and guest satisfaction
- Manage budgets, inventory control and generally accepted accounting principles of business
- Maintain positive relationships with tenants, contractors, and local authorities
- Manage and direct Hurricane Plan Preparations and execution
- Ensure that staff is properly trained in emergency procedures including operation of emergency equipment
- Support dealership sales, service and parts departments
- Maintain a professional relationship with all agencies, contractors, vendors and customers
- Monitor employee hours and overtime
- Develop and update training manuals and procedures
- Comply with OSHA, EPA, DEEP and Department of Labor rules and regulations

Technical and Physical Requirements

- 5 years' relevant experience preferred
- Proficient in Microsoft Office
- CMM certification a plus
- Experience with budgets, salary administration, accounts payable, accounts receivable and slip leasing
- Ability to sit or stand for long periods of time as well as remain physically active in our Florida climate

Minimum Soft Skills Qualifications

- Passionate about the boating lifestyle and living on the Emerald Coast
- Excellent verbal and written communication skills
- Positive attitude and willingness to learn
- Ability to provide exceptional customer service and an understanding of customers' needs
- Excellent interpersonal and collaborative skills while working both independently and within a team context
- Exceptional organizational skills required
- Detail oriented and ability to multi-task
- Ability to use discretion when trusted with confidential and sensitive information or materials
- Eager to engage in a growing, fast paced, and industry-leading company
- Exceptional time management and problem-solving skills

The Company

Emerald Coast Marine Group is locally-owned and operated by boating enthusiasts dedicated to delivering the ultimate, all-inclusive marine experience. As our earned Five-Star customer rating attests, each member of the Emerald Coast Marine Team reflects and embodies an unprecedented commitment to our customers.

Our headquarters location in **Niceville, FL** is nestled on the north side of the Choctawhatchee Bay. It features a full-service marine center including a newly constructed dry stack storage facility, marina with wet slips, plus new and premium pre-owned boat sales, yacht and brokerage division, parts and service department, yacht club, boat club, and waterfront restaurant and bar. New two-story air-conditioned sales showroom offers a state-of-the-art showcase for top boat brands.

Our **Orange Beach, AL** dealership location is conveniently situated at The Wharf, one of Alabama's premier waterfront destinations. Our retail location includes a 6000-square foot facility with inviting tropical, open-air showroom. ECM Orange Beach offers a display of new and premium pre-owned boats, along with brokerage and consignment units.

Our newest location in **Destin, FL** is situated on busy Highway 98 near Harborwalk Village, in the very heart of boating activity. Our onsite sales facility includes a private sales office and lot featuring new and premium pre-owned inventory.

Salary & Benefits

- Salary - \$75 - \$100+k commensurate with experience
- Monthly performance bonus options
- 401 (k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Experience Requirements:

- Marina Manager: 3 years (Preferred)
- Management: 5 years (Preferred)

Emerald Coast Marine Group
Niceville, FL · Destin, FL · Orange Beach, AL
www.EmeraldCoastMarine.com

To Apply:

To be considered, candidates must provide cover letter, resume, salary history for past three positions and up to three professional job references including reference name, title, company, email and telephone number.

Forward information in confidence to:

ECM President Shawn Talpey
Shawn@EmeraldCoastMarine.com