



North Island Marina – Dock Hand Port McNeill, BC

The Company:

C.A.B Industrial Automotive Ltd. is a small automotive and marine retail parts business located in the town centre of Port McNeill. Along with providing local businesses with automotive and marine parts C.A.B has a marina division, North Island Marina, which sells marine and aviation fuels. The marina also caters to pleasure boats in the summer months providing multiple concierge services.

The Position:

Reporting to the Marina Manager the Dock Hand will be responsible for being the first smile the boaters see when arriving to Port McNeill. They will also attend to the boaters needs by helping with ropes, fuel hoses, propane tanks and other items that they may need help with. All staff at the marina will be responsible to ensure every customer enjoys their time spent at the marina.

Key Responsibilities:

- Greeting boaters as they arrive to the marina.
- Catching lines and tying up boats.
- Perform daily fire extinguisher checks.
- Perform weekly metal pile zinc checks.
- Perform Daily fuel checks.
- Pull fuel hoses to and from boats.
- Help move boats to coordinate the daily moorage plan.
- Start BBQ on Happy Hour Float.
- Complete Marina Cash Offs as required.
- Perform nightly fuel dips and balance the inventory book
- Create and issue invoices.
- Perform light housekeeping duties for the marina and CAB.
- Stock Shelves at the Marina and in CAB.
- Daily housekeeping at the Laundromat.
- Perform other duties as required, ie filling propane cylinders, make deliveries.

Requirements:

- Positive attitude and a wiliness to learn.
- Must have good organizational skills to complete multiple tasks through out the day.
- Demonstrated software proficiency with the Microsoft Office suite (Excel and Word), and ability to learn new systems as required.
- Ability to display professionalism in dealing with clients and other coworkers.
- Good interpersonal and communications skills and the ability to work effectively in a team environment.
- Ability to handle sensitive and confidential information in a professional manner.
- Valid BC Drivers Licence is a bonus.