

Marine Repair & Service Parts and Accounts Rep

Bluffer's Park Marina is looking for a detailed orientated individual with some accounting, customer service and communication skills. The individual must be organized and can multitask to run our parts desk.

The job consists of the following duties:

Parts Inventory control

Sourcing out and ordering parts for mechanical staff and customers

Organizing the store with the appropriate supplies – ensure consistency

Listen to customer's boat repair issues and prepare work order & invoices

Communicate with customers to keep them informed on the status of their repair

Ensure all invoices are paid in full

Maintaining "up to date" customer records

The above is all done utilizing our Marine based software & Quickbooks

If you feel that you have the skills required to do the job and enjoy a boating atmosphere please submit your resume to admin@bluffersparkmarina. If you would like more information please contact Michelle Mears at 416-266-4556