



## **Job Title: ASSISTANT MANAGER**

**CSR Marine** has maintained a tradition of excellence and customer service since 1977, with the South location added in 2001 at the Des Moines Marina. From electronics to fiberglass and everything in between, we have the most diverse, well-trained staff of employees, and we are experts in every type of boat service. Customer service is our highest priority.

This position is full time, with Medical/Dental, Paid Time Off, and Simple IRA. Salary DOE.

### **General**

The Assistant Manager assists the manager in the day-to-day operations at CSR's South Yard location. Duties include, but are not limited to: scheduling, estimating, billing, employee and project management. A general knowledge of marine systems and maintenance is a must.

### **Responsibilities**

- Maintain excellent customer relations in client meetings and communications
- Meet with customers to review boat service or to provide estimates
- Manage employees to ensure good work flow and communication
- Ensure accurate account management, from estimate creation to final billing
- Schedule, manage and coordinate boat maintenance and repair service work
- Create and maintain comprehensive estimate and work order documentation

### **Requirements**

- General knowledge of marine systems and maintenance
- Mechanical experience with marine engines (gas and diesel)
- Experience with marine propulsion systems (sailboats and powerboats)
- Good written, verbal and interpersonal communication skills
- Strong attention to detail, self-directed, and organized
- Problem-solving abilities
- Adaptability, willing to learn and be a team player
- Computer literacy
- Professional attitude and appearance

To apply please complete application and send with resume to: [jobs@csrmarine.com](mailto:jobs@csrmarine.com)

Questions? Call Human Resources at (206) 632-2001, or visit our website at [csrmarine.com](http://csrmarine.com)

*It is the policy of CSR Marine to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, CSR Marine will provide reasonable accommodations for qualified individuals with disabilities.*