

Office Clerk

Job Description

GENERAL PURPOSE

- Being the greeting agent of the marina office with professionalism and customer service while maintaining integrity of the customer accounts.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Answer the telephone, emails, social media etc.
- Handle cash, check, and credit card transactions
- Assist all administration personnel and management
- Monitor safety and health standards and maintain awareness of environmental objectives
- Excellent customer service
- Maintain a neat work area
- Take out trash, vacuum, clean up spills etc.
- Must have thorough knowledge of all safety procedures
- Employees must maintain communication and respect the chain of command

OTHER DUTIES/RESPONSIBILITIES

- Employees must wear gloves, safety glasses, life vests, and all other PPE when needed
- Great customer service and a polite attitude to promote professionalism
- Employees are required to perform their work in a manner protective of human health and the environment and to report any deviations of environmental policy to their supervisor
- Employees are required to be aware of and participate where necessary, in the achievement of environmental objectives and implantation of the environmental management system
- Such other and further duties required from time to time, and as defined by company management

KNOWLEDGE, SKILLS, AND ABILITY

- Ability to communicate well with customers and employees
- Able to perform all office duties
- Maintain knowledge of safety and environmental requirements
- Motor skills to balance and stabilize on uneven and moving surfaces
- Knowledge of cleaning techniques
- Knowledge or ability to be trained in Employee Orientation
- Knowledge or ability to be trained in Hazardous Materials Response
- Knowledge or ability to be trained in Emergency Response

EDUCATION OR FORMAL TRAINING /EXPERIENCE

- High school diploma, GED, or acceptable experience
- Ability to read instructions and communicate by writing legibly
- Basic math skills including calculator
- Preferred/On the job training provided