

FLEET MANAGER

JOB POSTING

Award-winning Modern Sailing School & Club is seeking to hire a Fleet Manager. We have been teaching ASA sailing courses and providing charter services since 1983. As a world-renowned sailing location, the San Francisco Bay is an ideal place to learn about all aspects of the marine industry. We are growing rapidly and there are great opportunities for career growth.

This position is full time and will require work on the weekends.

JOB SUMMARY

Working in Sausalito, the Fleet Manager will work with all members of the Fleet Team and external specialists to ensure that we maintain a highly reliable, safe and attractive fleet of sailboats. This person will lead efforts to ensure our customers, boat owners, and instructors are satisfied with the level of care we take in our fleet.

AREAS OF RESPONSIBILITY INCLUDE:

- Hire and manage Fleet Staff
- Schedule and assign activities for MSC's fleet staff and external vendors
- Triage boat repair items, set priority, and make in-source vs. out-source decisions
- Promptly address all items that prevent boats from being used for charters or school activities
- Quality assurance and continuous fine-tuning of MSC's Maintenance Plan, including:
 - Post-use Check-ins
 - Routine Cleanings and Inspections
 - Preventative Maintenance Plans
- Keep records of all maintenance performed on MSC's fleet.
- Provide records of all maintenance activities performed on all boats to MSC's management or accounting team for the purpose of billing boat owners.
- Follow a Maintenance Notification process to inform boat owners of maintenance activities being performed on their boats.
- Implement and follow a Maintenance Recommendation and Repair Process to request approval from boat owners for work on their boats.
- Follow-up on all inquiries and requests made by boat owners.
- Plan routine maintenance activities in such a way that minimizes impact to MSC's charter & school business and is the most cost effective for MSC's boat owners.
- Negotiate with external service providers to get the best possible pricing and level of service for contracted work.

THE IDEAL CANDIDATE IS SOMEONE WHO:

- is self-motivated, and enjoys a dynamic environment
- is team-oriented and has excellent communication skills
- has experience managing a team
- is highly productive and has excellent organizational skills
- possesses knowledge of the marine industry and experience with boat maintenance
- is very customer service and client-oriented

Compensation will be based on skills and relevant experience. Additional benefits of this position are sailing lessons and opportunities, training, and a positive team-centric working environment.

If you would like to work in this active environment, please email a cover letter and resume to careers@modernsailing.com.