



## **Moxymarine Services, Inc.**

PO Box 13060

Charleston, SC 29422

[careers.moxymarine@gmail.com](mailto:careers.moxymarine@gmail.com)

### ***JOB POSTING***

### ***Marine Service/Project Manager***

Moxymarine Services, a full service on-site marine repair business located in Charleston, SC, is currently recruiting a full-time, year round Marine Service/Project Manager. We are seeking a professional, experienced manager with strong mechanical skills to take over our daily service operations. You must be able to work closely with our team of field technicians in the coordination and execution of a wide variety of marine repairs. This position requires exceptional skills in dealing directly with clients, suppliers, vendors, boatyards and marinas and providing support and leadership to field and office staff for the completion of projects in a timely and organized fashion. You must be friendly, outgoing and organized, with a proven track record running a profitable marine service department. We will consider an advanced marine technician that has the right managerial experience, is looking for a long term career in the marine service field and has the desire and initiative to expand their knowledge and grow within our company. Mechanical skills and service/project management experience in the Marine Industry is a must.

#### Duties and Responsibilities:

- Serve as primary internal and external liaison by communicating effectively with company technicians, office staff, boatyards, marinas, parts suppliers, service vendors and clients.
- Manage client projects from the initial incoming call to completion.
- Prepare estimates through the accounting software system and document all work or change orders authorized by client in written format.
- Meet clients onboard when necessary.
- Maintain project schedules, limit technicians' down time, deliver a quality end product on time and on budget and ensure project profitability.
- Sell suggested/recommended work to clients.
- Maintain a high level of communication with the client and client satisfaction.
- Work closely with the Office Manager in the invoicing process, making sure invoices are assembled, reviewed for accuracy and issued within 48 hours of job completion.
- Schedule and conduct weekly project meetings with technicians and Office Manager.
- Interview and recommend candidates for technician job openings.
- Recommend employee terminations and conduct exit interviews with HR Manager.
- Train technicians in administrative duties, develop them professionally, exhibit strong leadership qualities, have a proven employee management track record and maintain a high retention rate.
- Conduct mid-year and year-end reviews with HR Manager and make recommendations for performance based bonuses for technicians.

- Review technicians' timesheets each week for invoicing and payroll purposes.
- Analyze technicians' billable hours each week for budgetary control purposes.
- Develop/refine policies and procedures to ensure service operations run efficiently and profitably.
- Serve as a "second pair of hand" in the field whenever necessary and as a sounding board to help technicians troubleshoot an issue.
- Be willing to run parts out to the field to facilitate project progress and efficiency.
- Have a comprehensive understanding of OEMs' Warranty Processes and submit warranty claims.
- Review A/R each week with the Office Manager and participate in communicating with clients for collection purposes.

Knowledge base to include the diagnostics, repairs and installations of these marine systems:

- Electrical (AC and DC)
- Electronics and Autopilots
- Satellite Communications and Satellite TV
- Audio/Visual Entertainment
- Stabilizers and Trim Tabs
- Refrigeration and Climate Control (including chiller systems)
- Sanitation and Plumbing (of all onboard water systems, including watermakers)
- Batteries and Chargers/Inverters
- Wind/Solar Systems
- Diesel and Gasoline Engines
- Jet Drives
- Gensets
- Fuel Systems
- Sail Systems

Wage/Salary: Competitive and commensurate with knowledge and experience level  
\$73,000 - \$90,000 annual base earning potential

Position Type: Full time, year round position

Benefits: Paid time off, paid holidays, health insurance reimbursement and retirement benefits available

Location: Charleston, South Carolina

To be considered, please complete the online application at [www.moxymarine.com/careers/](http://www.moxymarine.com/careers/) and attach your cover letter and resume to the application.

---