



Marine & Sailing Coordinator / Assistant Manager

Primary Responsibilities: “To support the Marine Services Manager in the daily, weekly & monthly running of the ABC Marine & Sailing Departments”.

Candidates with prior working experiences in Marine, Shipyard or Yachting Industry preferred.

Job Description

Marine:

- Supervise the marine operations of the fleet, including rib allocation for the Dinghy School & Race Academy.
- Assist with the production & implementation of club Boat, Rib or Dinghy Charter agreements.
- Maintain operational contact with other HK club’s marine department.
- Attend and supervise regulatory inspections / surveys on Moorings Berths and Pontoons.
- Maintain accurate records of all mooring’s maintenance, allocation and conduct annual contract renewals.
- Link with administrative personnel to perform administrative tasks such as billing, invoicing, and customer/vendor follow up in relation to spending activity related to regulatory compliance, operation and services.
- Performs other duties and special projects as requested by management.
- Responsible for informing boaters and sailors about services and events, tying up and securing boats under storm conditions, monitoring berthing on club pontoons.
- Keeping accurate fuel, and repair/maintenance records for all the club boats.
- Serve as the main point of contact between the Marine staffs and the Management.

Sailing & Powerboat:

- Performing all administrative duties regarding club yacht races & regattas, including Race permits with the HK Marine Department.
- Maintain operational contact with other HK club’s Sailing department.
- Race management support including assisting with staffing, documentations, on-the-water duties, results and prize giving.
- Publicise the Calendar through mailings, website, local clubs,
- Assist with the timely publication of Notice of Race, Entry Form and Sailing Instructions for races, regattas and club on water events.
- Link with administrative personnel to perform tasks such as billing, invoicing for any marine and sailing activity.
- Assist with the operations of the ABC RYA Powerboat School.
- Boat Licenses & Insurance – monitor and renew when required on regular basis.

Personals & additional skills:

- Strong written and verbal communication skills in English and Cantonese. (Mandarin and other languages will be a plus).
- Less experienced candidates to be considered for junior roles.
- Ability to understand & react with diverse groups & operations.
- Proficient in leading and developing managerial reports.
- Ability to work in a team-oriented environment.
- Self-motivated and ability to work independently.
- Proficient in Microsoft Office products.
- Excellent problem solving and negotiating skills.

We offer an attractive compensation package for the right candidate. Interested parties, please send us your full resume with latest salary, expected salary and availability to genman@abclubhk.com. Please note that only short-listed candidates will be contacted for the interview.

We are an equal opportunity employer. All appointments are based on the candidates past working experience, competencies, and qualifications - regardless of their gender, age, race, disability, religion, marital or sexual status.