



Administrative Assistant Job Description

- Answering calls and emails regarding boat slips
- Preparing leases
- Filing
- Walking the docks to ensure record keeping
- Taking payments
- Helping customers with their questions and concerns

- Own car is an asset but not necessary
- Must be able to swim
- Must be able to get to the marina by 8:00am
- Seasonal term will start when school ends until Labour day

If you feel that you have the skills required to do the job and enjoy a boating atmosphere please submit your resume to admin@bluffersparkmarina.ca. If you would like more information please contact Michelle Mears at 416-266-4556.