

Executive Assistant to the General Manager – Coastal Climate Control, Inc.

Duties and Responsibilities

- Act as back-up to General Manager and sales staff, including assist in answering phones, emails, and completing sales orders.
- Provide courteous customer service to our retail customers, dealers, boatbuilders, and vendors.
- Generate Purchase Orders to various suppliers which entails reviewing previous sales, current stock status, and forecasting growth.
- Coordinate inventory control with warehouse staff, ensure inventory counts are current and research and remedy any shortages in Quickbooks.
- Process international and domestic inbound freight shipments, as needed.
- Negotiate contracts with shippers, including FedEx and UPS.
- Oversee print media advertising in local and national publications.
- Coordinate online presence in Facebook and Twitter with outside contractor; explore other opportunities.
- Monitor web site stats and advertising hit rates with Google Analytics.
- Coordinate boat show contracts, staffing needs, booth displays, travel arrangements, shipping, etc.
- Assist in the design, update, and printing of boat show and standard literature.
- Handle day-to-day running of the facility and coordinate repairs and maintenance with property management company.
- Negotiate and manage contracts for utilities, cleaning, waste removal, phones, internet, IT support, etc.
- Monitor and maintain adequate levels of office and breakroom supplies.
- Responsible for company compliance with state and local workplace rules and regulations.

Requirements

- High school diploma or equivalent required. Higher education preferred.
- Proven working knowledge of Quickbooks required.
- Experience with MS Office required, plus must exhibit good all-round competence with PC computers.
- Marine industry experience highly preferred.
- Must be able to demonstrate good organizational skills.
- Have experience working in a small-office environment.
- Must be able to work unsupervised.
- Time management skills essential.
- Experience with maintaining and running a web site and on-line shopping cart a plus.

This is a full-time position and comes with medical and dental benefits, plus paid vacation time.

Starting salary ranging from \$42,000 - \$49,000, dependent on experience and qualifications.

Office hours are Monday through Friday, 08:30-17:00.

Coastal Climate Control, Inc. is now in its 29th year of importing, distributing, marketing, and selling marine equipment, specializing in refrigeration, air-conditioning, electrical components, batteries, and solar systems. We sell to distributors, boat builders, and other OEMs, as well as to dealers and retail customers, mainly in North America and the Caribbean, but also world-wide. Online sales are proving to be an increasing part of our business, and we cater to all types of vessels from 25' to 250' and above. The company operates out of a 4,500 sq ft facility in Bowie Maryland with freight facilities able to handle any size load or shipment. There are currently four full-time employees and one part-time.

Web site is www.CoastalClimateControl.com

You can see a short video from 2016 highlighting the operation here:

<https://www.youtube.com/watch?v=WN8X8q0BGaQ>