

Red Bank Marina is looking for an Office Admin (part time)

This position will include the following:

- Answer Phones
- Customer Service
- Data entry
- Social Media Updates
- Scheduling
- Filing
- Sales coverage in bait and tackle shop

Skill Set:

- Proficient in Microsoft Office
 - Social Media Savvy
 - Organized with a strong attention to detail
 - Self-motivated
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- This position requires morning availability; however, there is flexibility within the morning start times
 - Previous marina experience is great but is not required
 - Must be friendly, personable and reliable
 - Please call Marina at 732-741-3320 and asked to speak with Steve