

Harbour Master – Marina Manager at Porto Arabia - The Pearl-Qatar

The position corresponds to Harbour Master of Porto Arabia (The Pearl-Qatar) -

The Pearl-Qatar, A Riviera-style man-made island developed in an exclusive environment in Doha, Qatar and the Middle East's most glamorous address, covering 400 hectares of reclaimed land, is Qatar's first international urban development venture.

Porto Arabia is the largest of The Pearl-Qatar's three marinas. It will have a residential population of 15,000 in high-rise apartments and townhouses overlooking the marina and the boardwalk. Porto Arabia will support 785 vessels, and the marina includes two Super Yacht areas.

Porto Arabia is now welcoming the first clients.

you can visit

www.ronauticame.com

www.thepearlqatar.com

and also follow the link <http://www.youtube.com/watch?v=IncvKncB7s0>

We are looking for a candidate with experience in leisure crafts and recreational marinas.

Job Objective:

Direct the day-to-day operation and maintenance of the Harbour facilities, grounds and employees using discretion and independent judgment. Provide information and assistance on department functions and services to the maritime industry and the boating public.

Key Responsibilities:

- Maintain a level of professional expertise and image that promotes efficient use of the resources available to the department.
- Assist in hiring, training, supervising, and scheduling of seasonal employees.
- Provide training, supervision and management of all marina employees in proper, safe work conditions and procedures. Insure training and compliance of OSHA regulations as they pertain to employees and marina operation.
- Establish, print and train staff in emergency procedures in coordination with local services (ambulances, fire, police, and Coast Guard rescue services).
- Establish, print and distribute to all employees, a written job description. (assistant harbormaster, dock hands)
- Develop weekly work schedules for employees and oversee work tasks assigned to employees.
- Manage and oversee daily operation and sale of fuel, oil, ice, sewage pumpouts, boat launch, transient slips and all other products or services provided at the marina and shall be responsible and accountable for a balanced reconciliation of all monies received from daily transactions.
- Prepare reports, correspondence, budgets and payroll information.
- Make provisions for the readiness of all docks, equipment and facilities.
- In addition to the performance of day to day operation, Harbormaster is responsible for preparing an annual preventive maintenance schedule for all marina facilities, grounds and equipment for review.
- Prepare an annual marina budget with recommendations on any remodeling, repairing, altering or construction of additional facilities and submit to village manager. The budget will include an annually prepared, five year capital improvement marina plan.

Skills:

- 10 years experience as Harbour Master in luxury recreational marinas.
- Strong experience and knowledge of marina management and operations.
- Strong communication skills
- Excellent in time management
- Very good in judgment and decision making

Education:

Bachelor's Degree in any related field.