



FLEET SERVICE QUARTERMASTER: SAILBOAT PARTS AND SERVICE PURCHASING SPECIALIST

Award-winning Modern Sailing School & Club is hiring a Fleet Service Quartermaster - Sailboat Parts and Service Purchasing Specialist. With locations Sausalito and Berkeley, we have been teaching ASA sailing courses and providing charter services since 1983. The San Francisco Bay is a world-renowned sailing venue and an ideal place to learn about all aspects of the marine industry.

Our staff enjoys leisure sails together, employee celebrations and BBQs, discounts on marine supplies and vendors, complimentary ASA courses, sailing clinics, and other educational opportunities. We are growing rapidly and there are opportunities for career advancement.

We are seeking an experienced, energetic Quartermaster to join our team. This position is full-time and may require work on weekends.

JOB SUMMARY

Working in Sausalito, the Quartermaster will work with all members of the Fleet Team to ensure that we have the parts, supplies, and third party vendor relationships necessary to maintain a highly reliable, safe, and attractive fleet of sailboats. This person will work with the office team and fleet team to ensure our customers, boat owners, and instructors are satisfied with the level of care we take in our Fleet.

PRIMARY AREAS OF RESPONSIBILITY

- **Boat Parts Sourcing**
 - Place orders for necessary parts to maintain our fleet boats (both MSC-owned and third-party vessels).
 - Arrange pickup and delivery of repair items such as torn sails.
 - Conduct weekly inventory checks and provide monthly reports to accounting.
- **Boat/Fleet Management**
 - Manage and renew SeaTow memberships.
 - Maintain boat records and invoices for Sausalito and Berkeley fleets.
- **Vendor Relations**
 - Foster professional relationships with vendors.
 - Coordinate boat work scheduling and optimize goods and service deliveries.
- **Third-Party Boat Owner Relations**
 - Inform third-party owners about recommended boat maintenance.
 - Obtain spending approval from owners for necessary work.
 - Support CEO and accountant with timely Boat Owner Statements.
 - Distribute monthly Owner statements.
- **Customer Service**
 - Assist as needed, addressing issues, locating items, and arranging replacements for damaged or missing items.
- **Accounting/Expense Tracking**
 - Reconcile weekly and monthly expenses and credit card statements.
 - Submit job tickets and cost reports to accounting.
 - Obtain spending approvals from CEO for MSC-owned boats, or from third party boat owners for their boats.

- **Fleet Support**
 - Aid the Fleet Director and assist the MSC fleet team in maintaining and supporting boats as required.

DESIRABLE EXPERIENCE IN ONE OR MORE OF THESE AREAS:

- Parts Sourcing & Inventory Management (Required)
- Sailboat rigging
- Fiberglass & Gelcoat Repair
- Marine electrical and electronics
- Marine carpentry
- Brightwork

THE IDEAL CANDIDATE IS SOMEONE WHO:

- is self-motivated, has a great attitude and highly organized
- has marine maintenance skills and experience in one or more of our specialty areas
- is team oriented and experience working with MS Office (excel, word, outlook), online file storage including Box, and our reservation system - Mindbody
- adapts easily to changing conditions
- has sailing or marine experience
- parts ordering, procurement, and inventory experience

Compensation will be based on skills and relevant experience (\$27 - \$30/hour). Additional benefits of this position are sailing lessons with excursion opportunities, training, and a fun working environment on the water.

If you would like to work in this active environment, please email a cover letter and resume to careers@modernsailing.com.