



SAILING SCHOOL QUARTERMASTER: SAILBOAT REPAIR SPECIALIST

Award-winning Modern Sailing School & Club is hiring a Quartermaster. With a fleet of sailboats in Sausalito and Berkeley, ranging from 24' to 44' and including 3 catamarans, we offer ASA sailing courses, sailboat charters, corporate regattas, and global destination sails.

The Quartermaster position is a full-time role based out of either our Berkeley or Sausalito office, Monday through Friday, 8am to 5pm.

JOB SUMMARY:

The Quartermaster works with members of the Fleet Service Team, Office Customer Service Team, and School Management Team to ensure that we have the parts, supplies, and 3rd party vendor relationships necessary to maintain a highly reliable, safe and attractive fleet of sailboats. The Quartermaster also plays a crucial role in developing monthly boat owner statements that report work completed, hours and billable materials.

PRIMARY AREAS OF RESPONSIBILITY INCLUDE:

Sailboat Parts Sourcing:

- Place orders for necessary parts and supplies to maintain our sailboat fleets
- Arrange pickup and delivery of repair items such as torn sails
- Conduct weekly inventory checks and provide monthly reports to accounting

Sailboat Repair Vendor Relations:

- Foster professional relationships with vendors and boatyards for services including engine services, rig inspections, bottom-jobs, sail repair, gel-coat repair, canvas repair
- Coordinate sailboat work scheduling and delivery

Sailboat Fleet Documentation Management:

- Manage and renew Sea Tow memberships and US Coast Guard Registrations
- Maintain sailboat maintenance records and invoices for Sausalito and Berkeley fleets in Box.com online storage platform

Third-Party Sailboat Owner Relations:

- Inform third-party sailboat owners regarding preventative and incident related maintenance
- Obtain spending approval from third-party sailboat owners for necessary repairs
- Support CEO and accountant with monthly Boat Owner Statements.
- Distribute monthly Boat Owner statements to third-party sailboat owners

Accounting/Expense Tracking:

- Reconcile weekly and monthly expenses against credit card statements for Quartermaster purchases
- Work with Fleet Service Team to submit job tickets and cost reports to accounting.

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:

- Self-motivated, has a positive attitude and highly organized
- Skilled in sailboat maintenance and has additional experience in one or more of our specialty areas
- Team oriented and experienced with MS Office (Excel, Word, Outlook), Google Sheets and Google Forms, online file storage including Box, and our reservation system - Mindbody
- Knows how to sail or is interested in learning more about sailing
- Prior experience with sailboat parts ordering, procurement, and inventory

Compensation will be based on relevant experience (\$27- \$30/hour). Additional benefits of this position include access to medical benefits after 60 day waiting period, paid time off, complimentary sailing lessons, discounted charter boat use, and a fun working environment where you get to talk about sailboats all day.

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