

# Project Manager/Sales

## Responsibilities

- Enthusiastically & professionally represent Belmont Boatworks and its mission, goals and crew
- Manage Fall Inspections
- Perform vessel inspections with the knowledge of customer needs. Propose project plans and create estimates in QB using historical data, and familiarity with products and services
- Propose and explain estimated work and solicit customer's approval and deposit
- Create work orders, plan projects with department heads and monitor progress
- Manage all phases and aspects of the assigned customers projects
- Assign duties to department heads according to their skills
- Work with the department heads to ensure progress project plans and meet deadlines
- Communicate challenges or changes of scope found along the way with customers, and promptly create change orders
- Attend project meetings and provide reports on assigned projects
- Communicate with customer with the status of project, before, during and after
- Work jointly with Accounting office to maintain billing on assigned projects
- Follow up with customers to obtain feedback and ensure they are satisfied with received service
- Listen to customers and help determine solutions to address concerns. Help foresee vessel issues before they arise and proactively up-sell
- Communicate with insurance companies and manufacturer/ warranty companies on assign projects when necessary to help serve the customer
- Be available by phone and email, and respond in a professional manner to all messages before the end of that day
- Inspect quality of work prior to delivery
- Answer incoming calls
- Support Service Manager as needed
- Provide trucking support as need and when Trucking Manager is off-site/hauling season
- Perform related duties as assigned, within your scope of practice



## Desired Assets

- Above average organization, memory, follow through, responsibility/ownership, problem-solving, communication skills, leadership
- Experience in management
- Experience in service
- Experience in budgeting
- Phone and computer skills, email, QuickBooks
- Considerable professional experience in recreational boats, power and sail, up to 60'
- Good understanding of marine systems; paint/ varnish, mechanical, structural, fiberglass and wood construction
- Either a familiarity with our customer base and boating community in Mid Coast Maine, or an enthusiasm to create one
- Ability to maintain organization while working managing several jobs at once
- Ability to prioritize while managing long term and short-term projects
- Ability to anticipate and prepare for seasonal swells in workload
- Maine Driver's License
- Ability to lift 40lbs, most often in helping customers with sails and other items from their cars
- Ability to climb ladders and gain access to boats
- Flexibility of work schedule to accommodate longer hours in the spring and fall
- Must be seeking long term employment- While training would start immediately, this position requires long term relationships with customers and the boating community. Many aspects of the job come in seasonal cycles, so there is quite a long training period.

***To be considered for this position, please provide cover letter, resume and references to [service@belmontboatworks.com](mailto:service@belmontboatworks.com). In your cover letter please address why you believe you are a great candidate for Belmont Boatworks and the unique strengths and approach you would bring to the Project Management role.***

