

## **VACANCY – MARINA MANAGER**

**Location:** Peterhead Port Authority, Peterhead, Scotland

**Closing Date:** 25<sup>th</sup> April 2025, 1700 hours

### **Position Overview**

The Marina Manager plays a vital role in maintaining and improving the quality of service to the Port's leisure craft customers. The role is responsible for the maintenance and administrative functions of Peterhead Bay Marina, together with ensuring that customers have a safe and positive stay.

### **Key Responsibilities**

- Conduct routine maintenance on bay marina pontoons and other areas
- Allocation and planning of berths to visiting guests and long term berth holders
- Prepare and maintain accurate digital recordings of vessel arrivals, sailings and billing information
- In liaison with the Harbour Office, maintain a digital register of vessels using the facilities
- Ensure all chargeable activities at the marina are properly and accurately recorded, the correct income received and accounted for in summaries provided on a regular basis
- Deliver bunkers to arriving and departing vessels via the Princess Royal Jetty
- Prepare and review the Marina Risk Assessments
- Act as an emergency point of contact for all incidents within the Bay Marina
- Conduct routine maintenance and cleaning of the Tanker Jetty
- Manage the maintenance of the toilet and changing facilities to ensure that they remain clean and tidy
- Manage the maintenance of the flowerbeds to ensure that they are clean and tidy

### **Essential Requirements**

- Customer and solution focused with a service-minded attitude
- Ability to communicate, influence and negotiate with a wide variety of stakeholders
- Previous experience with small vessels and leisure craft
- In-depth experience with hands on maintenance
- Proactive and self-motivated with the ability to undertake lone working, requiring minimum supervision
- Proficient in the use of VHF equipment
- Competent in the use of Microsoft Packages including Outlook, Excel and Word together with an ability to learn and use new software

### **Desirable Skills and Qualifications**

- Experience with small vessel manoeuvring is desired

### **Benefits**

- Competitive salary and benefits package
- Work in a dynamic and supportive team environment

**How to Apply**

If you are a proactive and skilled individual with a passion for maritime safety and operations, we would love to hear from you. Please send your CV and a cover letter outlining your suitability for the role to [HR@peterheadport.co.uk](mailto:HR@peterheadport.co.uk) clearly highlighting the job vacancy title 'Marina Manager'.