

**JOB TITLE: ASSISTANT OPERATIONS MANAGER**  
**JOB GROUPING: 1-210B**

**LOCATION:** Chicago

**JOB STATUS:** Exempt

**REPORTS TO:** Operations Manager

**JOB SUMMARY:**

The Assistant Operations Manager assists with implementation of company processes and procedures to help ensure successful operation of all managed properties including the Chicago Harbors and outdoor ice-skating rinks. The Assistant Operations Manager will be responsible for seasonal employee recruitment, hiring and training. The Assistant Operations Manager will work at the company's main office and make trips to various locations as necessary. A critical eye and attention to detail in this position are a must.

**DUTIES AND RESPONSIBILITIES:**

Recruitment of seasonal staff.

Ensures employee paperwork is complete and up to date.

Keeps organized records of all employee files.

Assists in training of seasonal staff.

Maintains and coordinates web-based Work Order system for companywide usage.

Assists with pricing and ordering of supplies and equipment.

May research pricing for new equipment and supplies.

Maintains fleet vehicle and vessel information ensuring it is up to date.

Inspects and ensures above average appearance of facilities.

May be required to perform other related duties as assigned.

**EXPERIENCE:**

A minimum of 2,000 hours of work experience in day to day marine operations. General tool and hardware knowledge and terminology for marine applications. General boat knowledge and terminology preferred. Leadership or management experience a plus. Candidates with previous customer service employment experience preferred.

**EDUCATION:**

Some college, Associates degree or working towards preferred.

**SKILLS AND ABILITIES:**

Ability to communicate effectively with staff and the public in a professional manner. Ability to use or learn to use, within one-month, company software used for work order system and payroll. Organizational skills to keep track of company inventory and paperwork. Computer skills able to navigate company software, Microsoft Office (Excel, Word, PowerPoint). Ability to create presentations for employee training. Ability to file alphabetically. English language written, oral and comprehension skills. Ability to work varied hours/days, including nights, weekends and holidays as required.

**PHYSICAL REQUIREMENTS:**

Must be able to see, read and write. Must be able to walk on many types of surfaces in a marina environment. Will sit or stand for long periods. Must be able to bend, stoop and reach. Ability to swim. Ability to lift up to twenty-five pounds.

**OTHER REQUIREMENTS:**

A valid driver's license is required for employment due to the necessity to drive either a company or personal vehicle to various locations in the course of work.

Please submit applications online at [www.chicagoharbors.info/jobs](http://www.chicagoharbors.info/jobs)