

JOB DESCRIPTION

Name of the position/work place: Junior Dockhand

Organization Department: Harbour Division

Reports to: Harbour Supervisor

Job Description:

- To perform daily mooring and smaller ships registration operations in the marina and ensure the constant safety of yachts on mooring and land;
- To perform daily mooring / berthing operations, collect smaller ships registration documents etc. and deliver those to the marina office in a timely manner.
- To perform berthing operations at the sea and on land according to the instructions of the Harbour Supervisor;
- To ensure that no unauthorized person(s) has access to the pontoons.
- To treat all alarms as genuine and provide timely information to the superiors;
- To keep VHF radio at reachable distance at all times and communicate with clients and other team members in representative and clear manner;
- To work in full coordination and cooperation with the Front Office, fill out reports when necessary;
- To carry out any other duties that may be required to operate the facility within the marina as requested by the Marina Manager;
- To check and provide support for the maintenance of a clean environment either on land (car parking, dry berth, green grass, gardens, buildings, etc.) or at sea (water, quay wall, pontoons etc.) and to report in case of any risk foreseen.
- In case of an incident, pollution, emergency or accident, junior dockhands are obliged to inform executives immediately without delay, and act according to the instructions;
- To monitor the car parking areas for proper operations;
- Perform related duties as assigned by supervisor.
- This job requires working in shifts and/or night shifts which are planned by internal acts (rosters)

Education:

IV level of education/qualification or higher (Maritime School or School of Tourism).

Work experience:

- Basic maritime knowledge and knowledge of sea knots required, must be capable of swimming
- One year of work experience in a similar position preferable (Marina, charter, fisherman or sea-man);
- Previous experience within the reservations/revenue department of an international 5* Hotel/Resort.

Preferred competencies:

- Necessary health requirements fulfilled;
- Basic yachts operating knowledge;
- English language knowledge;
- Ability to drive boat/dinghy preferable.