



ADMINISTRATIVE ASSISTANT

Schooner Woodwind & Woodwind II are identical 74 foot sailing yachts available for public sailing and private charter departing from the Annapolis Waterfront Hotel. Since 1993 the *Woodwinds* have been a family owned and operated company.

ADMINISTRATIVE ASSISTANT RESPONSIBILITIES

- Answer telephone calls coming into the business office
- Monitor the information email account
- Collect contact and event information via telephone and email
- Process Gift Cards, Boat & Breakfast packages and merchandise
- Administrative duties as needed
- In emergency situations, employees may need to change their normal operations and help secure business property, assets and/or vessel safety

BACKGROUND

- The successful candidate will be a friendly and organized individual
- Previous office experience a plus

QUALIFICATIONS

The successful candidate should have the following qualifications:

- Excellent oral communication skills and good phone demeanor
- Computer skills a must
- Ability to prioritize and complete projects in a timely fashion
- Open to new ideas, and a “team-player”
- Reliable
- Consistent
- Organized
- Detail Oriented

COMPENSATION

Competitive hourly rate

OTHER COMPENSATION

Our standard employee perks include the ability to bring friends & family aboard the *Woodwinds* when seats are available and employee discounts at Pusser’s Caribbean Grille Restaurant and Store.

Mail to: 1930-A Lincoln Drive, Annapolis, MD 21401
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