



Administration Assistant - Full-Time Role

Working at Lions Gate Marine Centre puts you at the centre of a North Vancouver's bustling waterfront. As a full-service marina and boat storage centre, no two days are alike and that means interesting, diverse, and challenging work. If you are a self-starter looking for employment that offers a competitive salary and comprehensive benefits package, we invite you to dive in and explore the possibilities. We also offer on the job training including forklift operation and lots of opportunity to grow.

Lions Gate Marine Centre is seeking an **Administrative Assistant** to join our team.

Responsibilities

- Respond to inquiries (in person, phone, email) in a professional and timely manner.
- Understand customer needs and proactively advise on suitable marine centre solutions.
- Effectively and efficiently schedule services (boat launches, lifts, forklift assistance)
- Communicate and work with the marina yard staff to ensure smooth delivery of services.
- Maintain and update client records and data.
- Perform end of day closing activities.
- Prepare invoices and statements, and process payments.
- Process storage and work yard move-ins, move-outs, and transfers. Monitoring overall storage availability.
- Assist with inventory tracking and monitoring deliveries.
- Sort and routes incoming office mail, internal and external, and provides timely distribution of all incoming communication.
- Provide coverage at Lions Gate Mini Storage when required.
- Performs other duties and responsibilities as assigned.

Qualifications

- High school diploma or post-secondary diploma
- 1 year of office or customer service experience
- Solid computer skills and ability to learn new software
- Strong communication skills, both written and verbal
- Ability to work well under limited supervision

Schedule

- Thursday to Monday
- 40 hours per week

To apply, please send both a Resume and Cover Letter to joinus@lionsgatemarina.com and specify the position you are applying for in the subject heading.