



JOB OPENING

Port of Newport RV Park & Marina

The Port of Newport is seeking one position for the summer at the South Beach Marina & RV Park for the period of **May 1 to October 1, 2019.**

Summary of duties and responsibilities:

1. Perform work related to sales and customer service in a safe, courteous and efficient manner.
2. Assign boat moorage and RV spaces. Prepare and maintain related paperwork, contracts and files.
3. Frequent communication with the office manager and harbormaster.
4. Perform cashier duties daily.
5. Responsible for preparations of money and deposits received on a daily basis.
6. Must work daily with customers and staff in a courteous and professional manner, both on the phone and in person.
7. Must be able to work in a safe and efficient manner with minimal supervision.
8. Evening, weekend, and holiday work is required.
9. Other general office duties, such as light cleaning.
10. Must be at least 18 years old.
11. \$11.60 hourly wage.

If interested, please stop by the RV & Marina office at 2120 SE Marine Science Drive in South Beach to fill out an application, or visit the job openings page on our website at portofnewport.com.