



Part Time Office Assistant

Artisan Boatworks stores, maintains and builds the highest quality wooden boats for discerning clientele. Established in 2002 in Rockport, ME, the business has steadily grown.

Position Available

Office Assistant to help manage day to day activities during high season.

Job Responsibilities

- data entry
- correspondence and scheduling
- prepare invoices
- help with social media posts
- maintain clean office space
- order materials for team members

Technology Skills

- knowledge of QuickBooks preferable
- MS Word and Excel
- experience with social media

Qualities

The right candidate will be professional and have outstanding verbal and written skills, be detail oriented, organized and have excellent time management. This person will be able to work independently and anticipate the needs of their team members. The preferred candidate will have a basic knowledge/interest of the boating industry and a positive attitude.

Requirements

- 15-20 hours per week
- light lifting/ cleaning
- relevant office work experience with references

Please send resume to office@artisanboatworks.com.