



Exciting Career Opportunity on the Alameda Waterfront...

Bay Ship & Yacht Co.

Bay Ship & Yacht (BSY) is a modern shipyard located in Alameda, CA on the waterfront of San Francisco Bay. We provide drydocking and repair services to most commercial and government vessels on the Bay, including tugboats, ferries, Coast Guard cutters, cruise ships, pilot boats, yachts, and marine vessels of all kinds. The great variety of marine vessels drydocked at our shipyard provides challenging and interesting work.

Office Administrator

BSY has an immediate job opening for the position of Office Administrator. This position provides effective administrative support for the management needs of the organization and ensures that our Customers are satisfied with their office stay. This position requires flexibility to meet deadlines and changing priorities. Responsibilities include preparation of high quality documents and ad hoc reports, outlook calendaring, preparation of meeting minutes, telephone backup, and other general office duties. We are looking for a candidate who is a self- starter, adds value to administrative assignments, and is a strong team player. The successful candidate is an Ace Administrator with a great attitude who provides excellent customer service.

Qualified Candidates for this Position Possess:

- Excellent written and verbal communication skills.
- Adeptness with MS Office and internet research.
- Strong organizational skills and attention to detail.
- A positive attitude with the desire and ability to continuously improve administrative operations.

BSY strives to ensure the success of our employees. We actively promote from within providing strong career growth potential.

BSY offers an excellent benefit package including paid vacation & holidays, profit sharing, 401k, and health, dental, and life insurance.

If you are looking for an exciting career on the waterfront of San Francisco Bay, we'd like to talk to you.

To apply – visit the Employment page on our website www.bay-ship.com.

All new hires must provide identification to verify eligibility to work in the U.S., pass a pre-employment medical exam which includes a drug screening and physical abilities assessment.

Bay Ship & Yacht Co. is an Affirmative Action and Equal Opportunity Employer.