

## Seasonal Year-Round Clerical Position

Indian River Marina Office  
39415 Inlet Road  
Rehoboth Beach, DE 19971

### **Duties:**

This position requires strong customer service skills, able to multi task; must be highly organized and enthusiastic. Marina experience is preferred but we will train the right person.

This position will be required to accurately execute contracts, billings and collect required paperwork from Marina customers. Applicant must have strong computer skills which include but is not limited to the use of QuickBooks/QuickBooks POS and Microsoft office.

### **Shift:**

This position requires weekends and holidays, working from 8:00 am to 4:30 pm equating to approximately 37.5 hours per week during the summer months and approximate 29.5 hours during the winter months.

Seasonal application is at the following link:

[http://www.dnrec.delaware.gov/parks/Home/Documents/Application\\_Seasonal.pdf](http://www.dnrec.delaware.gov/parks/Home/Documents/Application_Seasonal.pdf) and can be submitted to the Park Office at the address listed above. For additional information, please contact the park office at 302-227-3071

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