



Moorage Coordinator Contract

Campbell River Region
Campbell River

Tuesday April 21, 2026

\$21 - \$25/ hour

Company: Discovery Harbour Marina

Website: <https://discoveryharbourmarina.com>

Industry: Tourism/ Hospitality

Remote/Camp Based Job: No

How to apply:

Please email: manager@discoveryharbourmarina.com

Expiry Date:

Tuesday, May 05, 2026

Details:

• Start Date: May 1, 2026 • Duration: Approximately 22 weeks • Schedule: Full-time, flexibility required • Rate of Pay: \$23.00/hour (NVIATS Funded Position) Key Responsibilities: • Provide excellent customer service to boaters and visitors • Manage front desk operations, including phone, email, and in-person inquiries • Coordinate moorage bookings and maintain accurate records • Process billing and follow established systems and procedures • Support daily operations and handle administrative tasks • Resolve customer concerns in a professional manner

Qualifications & Experience:

Qualifications: • Strong customer service and communication skills • Good organization and time management • Ability to multitask and prioritize • Comfortable using computers and office systems • Reliable and flexible with scheduling • Office or customer service experience is an asset, but not required Training will be provided to the right candidate
