



Bellingham Marine (BMI) is an international marina construction company. With divisions located around the world and more than 50 years experience in the industry, Bellingham Marine is the industry leader. BMI's reputation in the marine industry is directly attributable to the quality of its products and services and the skill and dedication of its people. We believe our people are our most valuable asset. For more information please visit our website: <https://www.bellingham-marine.com>.

POSITION ANNOUNCEMENT

Position Title:	General Manager
Division	Northeast
Location:	York, PA
Reports To:	Executive Vice President
FLSA Status:	Exempt
Education and/or Experience:	Bachelor's degree (B.A.) from four-year college or university in Construction Management, Business Management, Engineering or equivalent; a minimum of 5 years related experience and/or training in the construction industry; or equivalent combination of education and experience. Consideration will be given to applicants who, in lieu of the educational requirements, are able to perform the essential functions of this position as a result of applicable experience.
Posted:	January 16, 2012
To Apply:	Qualified applicants are encouraged to apply by submitting a cover letter and resume to awalsh@bellingham-marine.com.

Please note – This position is subject to a criminal background check

Position Summary:

Directs and coordinates construction and manufacturing activities of Bellingham Marine's Northeast Division to obtain optimum efficiency and economy of operations and maximize profits by performing the following duties personally or through subordinate supervisors and employees.

Essential Duties and Responsibilities:

- Serves as the primary customer service person in the Division.
- Oversees and performs project administration. Prepares project estimates and bids, reads and interprets drawings, specifications and float calculations. Oversees contract administration, including subcontract administration and control, in accordance with the organization's policies and applicable laws.
- Oversees the manufacturing, construction, sales and administration functions of the division. Coordinates detailed scheduling of these functions to effect operational efficiency and economy. Oversees quality control and ensures that products meet specification requirements. Responsible for divisional compliance to the ISO 9001 quality management system.
- Analyzes and interprets financial statements. Prepares and allocates operating budget. Provides to Accounting Department detailed analysis of project completion and anomalies for accurate financial reporting. Code and approve payables and receivables. Oversees inventory control; responsible for managing and maintaining adequate fabrication inventory.
- Promotes organization in industry, manufacturing or trade associations.
- Responsible for overall plant security.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Oversees non-supervisory and supervisory personnel. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Identifies areas for developing divisional personnel and implementing programs for growth.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write documents that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

COMPUTER SKILLS

Ability to self-produce spreadsheet documents, correspondence, and project schedules. PC compatible computer skills preferred with MS Project, PowerPoint, MS Word and Excel experience.

MATHEMATICAL AND ACCOUNTING SKILLS

Ability to calculate figures and amounts such as discounts, margins, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry. Ability to analyze and interpret financial statements.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CUSTOMER SERVICE

Ability to supervise and coordinate activities of a quality customer service program. Ability to monitor operations and take corrective actions to address customer concerns.

EMPLOYEE RELATIONS

Ability to manage the workforce personally or through subordinate supervisors in accordance with company policies and procedures. Ability to respond to employee concerns and assist the Human Resources Dept. in investigating grievances. Must possess general knowledge of employment law issues. Ability to maintain a harmonious workplace.

ENTREPRENEURIAL

Ability to manage the complete operations of a business within the parameters of established policies and procedures.

REGISTRATIONS

This individual may be required to qualify as Bellingham Marine's Qualifying Party for multiple state contractors' licenses which may include successful completion of business and construction exams.

TRAVEL

Must possess valid driver's license. The responsibilities of this position require travel approximately 30% of the time.

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****BMI is an Equal Opportunity Employer and Drug Free Workplace****

****BMI is an E-Verify Participant****