

## Job Posting

Submission ID: 1653828 - x58b6b937b0f265.21269344

The message has been sent from 216.21.197.245 (United States) at 2017-03-01 06:06:15

Position	Director of Service Accounts
Facility	Tenji Aquarium Design + Build
Location	Monterey, CA
Job Summary	The Director of Service Accounts primary responsibilities are to oversee, manage, and grow Tenji's aquarium service department. This includes hiring and supervising aquarium maintenance and service staff, maintaining client and in-house aquarium systems, budget management, compliance with organization policies, timeliness of all construction services, and maintaining excellent relations with clients and vendors.
Essential Functions	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Oversee all aspects of service department, including: <ul style="list-style-type: none"> <li>o <input type="checkbox"/> Regular maintenance of in-house and commercial aquarium systems</li> <li>o <input type="checkbox"/> Manage existing and new service technicians</li> <li>o <input type="checkbox"/> Training new aquarium technicians</li> <li>o <input type="checkbox"/> Bid potential new local installations</li> <li>o <input type="checkbox"/> Coordinate new local installations</li> <li>o <input type="checkbox"/> Start-up, commissioning and warranty work on local installations</li> <li>o <input type="checkbox"/> Client relations</li> <li>o <input type="checkbox"/> Animal acquisition and quarantine</li> <li>o <input type="checkbox"/> Build and maintain vendor relations</li> <li>o <input type="checkbox"/> Maintain highest quality professional quality service standards</li> </ul> </li> <li>• <input type="checkbox"/> Works within a specified budget and tracks all expenditures including materials, labor, and other expenses.</li> <li>• <input type="checkbox"/> Work with principals to develop pricing strategies for service accounts</li> <li>• <input type="checkbox"/> Works with the principals and the Director of Design and Planning to develop drawing packages for new local installations</li> <li>• <input type="checkbox"/> Works with principals to market and grow local aquarium build and maintenance contracts</li> <li>• <input type="checkbox"/> Works with bookkeeping staff to ensure accurate and timely monthly billing</li> <li>• <input type="checkbox"/> Interfaces with clients, staff, vendors, contractors and other key personnel</li> <li>• <input type="checkbox"/> Develops a schedule for service accounts</li> <li>• <input type="checkbox"/> Ensures the project deliverables are on time, within budget and at the required level of quality.</li> <li>• <input type="checkbox"/> Maintain chain of approval and communication with Tenji principals.</li> </ul>

Other Duties and Responsibilities	
Knowledge, Skills and Abilities	
Education & Experienced Required	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Education – Bachelor’s Degree or equivalent experience</li> <li>• <input type="checkbox"/> 5+ years in the aquarium industry with 3+ years managing high end aquarium service accounts and staff</li> <li>• <input type="checkbox"/> Proven aquarist skills for building and maintaining complex aquariums systems, including live coral and live plant systems (provide photo examples)</li> <li>• <input type="checkbox"/> Proficiency in the use of computers: <ul style="list-style-type: none"> <li>o <input type="checkbox"/> Word Processing</li> <li>o <input type="checkbox"/> Spreadsheets</li> <li>o <input type="checkbox"/> E-mail</li> </ul> </li> <li>• <input type="checkbox"/> Thorough understanding of aquarium life support systems and their various components</li> <li>• <input type="checkbox"/> Understanding of plumbing materials and methods</li> <li>• <input type="checkbox"/> Connections in the aquarium industry, including materials and livestock vendors</li> <li>• <input type="checkbox"/> Experience with quarantine and disease treatment protocols</li> <li>• <input type="checkbox"/> Experience working with various trades, including: <ul style="list-style-type: none"> <li>o <input type="checkbox"/> Electrical</li> <li>o <input type="checkbox"/> HVAC</li> <li>o <input type="checkbox"/> Plumbing</li> <li>o <input type="checkbox"/> Carpenters</li> <li>o <input type="checkbox"/> Rigging</li> </ul> </li> <li>• <input type="checkbox"/> Personal characteristics: <ul style="list-style-type: none"> <li>o <input type="checkbox"/> Communicate effectively</li> <li>o <input type="checkbox"/> Self motivated</li> <li>o <input type="checkbox"/> Organized</li> <li>o <input type="checkbox"/> Problem solver</li> <li>o <input type="checkbox"/> Ethical</li> <li>o <input type="checkbox"/> Make decisions</li> </ul> </li> <li>• <input type="checkbox"/> SCUBA certified</li> <li>• <input type="checkbox"/> Valid driver’s license</li> </ul>
Licenses and Certifications Required	
Physical Requirements	
Working Conditions	
Salary	

Respond To	info@tenji.com
Closing date	03/17/2017

Entry ID

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