



**WEST COAST SAILING**  
OWN THE WATER

West Coast SailingZim  
709 N. Columbia Blvd  
Portland, OR 97217

Phone: 503.285.5536 ext 2

West Coast Sailing

Boat Fulfillment Associate

Seasonal, Full-Time - Portland, OR

West Coast Sailing gets people on the water – in small sailboats and kayaks.

We're looking for another person to join our Boat Fulfillment Team, to help us continue growing. We're hiring for a Seasonal Boat Fulfillment Associate, which is a full-time job in Portland. This person works to prepare and fulfill our small sailboats and kayaks. The role combines desk work, hands-on preparation of boats for customers, and periodic loading, unloading, and delivery of boats to our customers.

We're looking for a person who is excited by the water and outdoors. We value organized, reliable, hard-working people who want to help others. We help more customers, and do better, by adding diverse skills to our team. West Coast Sailing has been around for 17 years, we offer good benefits, and work to have an atmosphere where you can be appreciated and valued.

Job Responsibilities:

- Work with our Boat Sales and Boat Fulfillment teams to prepare, load, unload, and deliver boats and kayaks.
- Utilize our ERP system to keep order and fulfillment information up to date.
- Other tasks as assigned.

Skills You Should Have:

- Any form of sailing and/or kayaking knowledge/experience is strongly preferred (the more the better).
- Comfortable with Microsoft Office and Google suite, able to pick up new software easily.
- Organized, timely, disciplined and motivated!

Compensation & Benefits

- Pay \$18-\$19/hr, depending on experience.
- Wholesale employee pricing and access to demo fleet of boats.
- Sick time after 90 days.

Full Time

Hours: Monday - Friday, 8:30am - 5pm

Start date in April (depending on your availability) through an end date in September.

Email your cover letter & resume to our Boat Sales Manager, Chris.

**([chris.wright@westcoastsailing.net](mailto:chris.wright@westcoastsailing.net))**

In your cover letter, if you have sailing experience, tell us about it. If you don't, tell us what else makes you a great fit for this position – in other words, the stuff you bring to the table that we wouldn't get just by reading your resume.

We look forward to hearing from you!