

**BLESSEY MARINE SERVICES, INC.**  
**JOB DESCRIPTION**

**JOB TITLE:** Marketing Manager  
**DEPARTMENT:** Marketing  
**FLSA STATUS:** Exempt  
**DATE:** December 6, 2023

**SUMMARY DESCRIPTION:**

Provides support for the Marketing Department by performing the following duties:

**SUPERVISION:**

Reports to: **Vice President of Marketing**  
Supervises: This position has no supervisory responsibilities

**ESSENTIAL JOB FUNCTIONS:**

- Maintain current customer base and assist them with daily traffic, delays, changes, and or problems.
- Keep up with customer needs with process orders.
- Fill in on an as-needed basis when marketing representative is out of office.
- Maintain good liaison between Blessey Ops and the customer.
- Approve invoices fleeting, tankerman, cleanings
- Keep customers current with upcoming trips. Keep all term customers apprised of their chartered equipment's ETAs and any relevant changes/information about the status of their tow.
- Check for need to out-charter customer's tow if it appears the movements on their term equipment have changed, and out-charter their term if they have no movements for their term tows with V.P approval.
- Understand turn a rounds and dock outages and the effect on Blessey equipment
- Keep track of customer's term renewal dates and general understanding of current contracts
- Discuss market trends with other sales people to better understand trends and market movements.
- An understanding of billing on each trip to maximize revenue throughout the duration of the voyage.
- Ability to answer your phone 24 hours a day.
- Must be able to manage tows effectively for our customers.
- Daily monthly reports.

**QUALIFICATIONS**

- Must be able to read, write and speak clearly in the English language.
- A Bachelor's degree in Transportation, Logistics, Business or a related field and three (3) years of Marine Transportation experience, or Five (5) years of Marine Transportation experience.
- Considerable knowledge of principles and practices of Marine Transportation administration.
- Must have a good understanding of outside sales and a working knowledge of the product and services.
- Proficiency in or knowledge of a variety of computer software applications, including but not limited to Excel and Microsoft Word software.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Knowledge of office administration procedures.
- Ability to operate most standard office equipment.

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- Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Proficient spelling, grammar and written communication skills.
- Excellent telephone and oral communication skills.
- Ability to maintain a high level of confidentiality.
- Required to be on call 24 hours a day, seven days a week.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Required at times to wear hard hat, steel toe shoes, and safety glasses. Must be present on tows to show customers our equipment and have mobility to get on/off the boats and barges.

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; risk of electrical shock and risk of radiation. The noise level in the work environment is usually moderate.

**TRAVEL REQUIREMENTS:**

This position requires driving a vehicle as necessary for errands and business related meetings. Employee and/or applicant must successfully complete a Motor Vehicle History check and possess and maintain a current valid driver's license in their state of residence. Required to travel up to 130 days/year.