

COMPANY INFORMATION: Sea Level Marine provides interior and outfitting services for cruise vessels in dry-docks around the world. We can provide you true "turn-key" construction managed by experienced professionals using scheduling and project management tools tailored by our years working in the marine construction environment. Our services span the entire value chain, including engineering, consulting, design, planning, implementation, and production of new builds, conversions, and repairs. Marine joinery contracts for large passenger vessels require a specialized knowledge of combustibility regulation as well as durability, exposure to salt environments and an understanding of the loads imposed on structures in a seaway. With Sea Level's specialized experience in both the engineering and construction of cabinetry and interior elements, we are able to create a refined end product using the materials of high-end joinery while ensuring that internal structures meet IMO regulation and can endure high-traffic public use. Sea Level's field installation crews encompass the full range of skilled trades required for build-outs performed in compressed timelines. From marine electricians and plumbers to skilled master joiners and stone masons, Sea Level works with the most up-to-date tooling and technical equipment.

WEBSITE : www.sea-level-marine.com

<http://www.rm-group.com/en/portfolio/services/maintenance-refurbishment.html>

Position Description : Following the project from the beginning stages, participation in the bidding, crewing, schedules, purchasing and tooling.

Key Responsibilities:

- Responsible to bring jobs in on budget with big picture in mind.
- Responsible to be involved in looking at crew selection, travel schedules, bid process, work strategies as a whole, not just on an individual project basis.
- Ship checks and gathering of information pertaining to upcoming work.
- Project strategies and/or planning the work flow for any Dry-dock or in service work.
- Assisting establishing managers and labor force for any upcoming project.
- Coordinating with other contractors and establishing a timeline based on information received at any meetings.
- Attending meetings with clients as necessary or requested.
- Assist Drawing and Estimating department with takeoffs involved in our projects.
- Assist with ordering of consumables for the project if needed
- Develop a Microsoft project report for each project as requested by client.
- Logistics-Oversee this is on track, and the department has clear direction.
- Drawings- Oversee these are on track, that the Drawing department is providing the drawings that are required by leads and managers.
- Travel- Oversee this is on track, the travel department has up to date crew list that is provided by the manager in charge.

- Accounting has all info required for billing and accounting related to each project. For change orders and additional items.
- Purchasing -see that purchasing department has a clear understanding of all purchasing needs.
- Warehouse-The warehouse needs to have clear understanding of their tool and mat. lists as well as schedules(incoming and outgoing)
- Responsible to make sure all time sheets for warehouse , side jobs, etc get to Accounting on time
- Responsible to make sure new hire packets are completed prior to start and coordinate closely with Accounting.
- Review pre project necessary forms and documents required to begin a project. Examples: personnel paperwork, fire load calculations, logistics, etc.
- Ensure all necessary follow-up items after a project are completed in order to get paid. Examples: as builds, etc.
- Assist with the interviewing and hiring new personnel.
- Assist with the reviewing of current personnel and establishing reports.
- Assist with questions or problems involving current personnel or subcontractors.
- Assist with credits or debits to subcontractors PO for any given project.The first point of contact when customer files warranty claims. Follow up with a decision and plan of attack before handing off to office.
- Assist with credits or debits to subcontractors PO for any given project.