



Office Manager & Operations Support

Coastal Expeditions Beaufort

We are a growing outdoor education company offering guided kayaking and power boat tours. We are seeking a highly organized, adaptable Office Manager who is excited to work in a dynamic, outdoor-focused environment. This is a hands-on role that blends administrative leadership with on-the-ground operational support.

Position Overview

The Office Manager will oversee daily administrative operations while also assisting with tour logistics, boat staging, kayak preparation, and light facilities maintenance. The ideal candidate is flexible, proactive, and willing to jump in wherever needed to support the team and ensure exceptional guest experiences.

Key Responsibilities

Administrative & Office Management

- Manage daily office operations, scheduling, and booking systems
- Respond to customer inquiries via phone, email, and online platforms
- Process reservations, payments, and waivers
- Maintain organized records and reporting systems
- Support marketing and social media coordination as needed

Tour & Operations Support

- Assist with kayak tour preparation and guest check-in
- Support power boat staging, fueling coordination, and basic prep
- Help load/unload equipment and maintain inventory
- Provide on-site support during busy tour times

Facilities & General Support

- Perform light cleaning and upkeep of office and staging areas
- Help maintain organized storage areas and equipment spaces
- Identify and report maintenance needs

Qualifications

- Strong organizational and multitasking skills
- Excellent customer service and communication abilities
- Comfortable working both indoors and outdoors
- Physically able to lift equipment and assist with staging
- Self-motivated, dependable, and team-oriented
- Previous experience in office management, tourism, hospitality, or outdoor recreation preferred

What We Offer

- A unique work environment combining office and outdoor settings
- Opportunity to be part of a mission-driven team
- A supportive, team-oriented culture
- Competitive compensation based on experience

If you are organized, adaptable, and excited to contribute both behind the scenes and out on the water, we would love to hear from you!

How to Apply

- Please email a resume and cover letter to thornton@coastalexpeditions.com to be considered