



Join the Coastal Expeditions Team!



Office Manager
Coastal Expeditions, Inc.
514-B Mill Street, Mount Pleasant, SC 29464

Since 1992, we've been guiding people into the wild beauty of the South Carolina coast—by kayak, paddleboard, and boat—with the belief that meaningful experiences in nature change us for the better.

As naturalists, storytellers, and locals, we love sharing what we know about this place: its tides and trails, its wildlife and history, its hidden corners and open skies.

From Cape Romain to Beaufort, our waterside outposts connect people to the Lowcountry's creeks, estuaries, and barrier islands. We're here to make the outdoors feel close, accessible, and unforgettable. We look to our staff to make this goal a reality.

Job Position Description

We are looking for a positive, conservation-minded individual to join our team as an **Office Manager**. Team members in this role serve as primary contacts for our guests. This position is located at our headquarters on Shem Creek in Mt. Pleasant, South Carolina. This position involves heavy guest interaction primarily in an office setting. It is the Office Manager's responsibility to oversee the company calendar and ensure day-to-day operations run smoothly.

Duties

- Contributing to the overall guest experience through a positive and helpful attitude
- Fielding inquiries and coordinating trips/bookings via text, email, phone call and in person
- Efficiently managing daily operations in a dynamic environment
- Maintaining schedule accuracy and overseeing company operational calendar
- Restocking and organizing retail items on the shop floor
- Maintaining cleanliness of office and client areas
- Managing sustainable practices and ordering supplies
- Assisting with equipment, including cleaning and carrying kayaks, as needed
- Assisting the administration director and other staff as needed
- Other duties as assigned

Required Qualifications

- Self-motivated with strong work ethic
- Attention to detail
- Positive attitude
- Excellent organizational and multitasking abilities
- Ability to work as part of a cohesive team and jump in as needed
- Proficient in Google Workplace
 - Primarily for manipulating Sheets with schedule changes and data related tasks
- A genuine passion for nature and the ability to demonstrate this in the work environment
- Undergraduate degree preferred

Hours

- This is a full-time regular position
- Work schedule will include a combination of weekday/weekend hours

Compensation and benefits

- This is an hourly position with a base wage from \$20-\$26/hour, or higher based upon experience, plus a percentage of tips
- Full-time regular employees are eligible for reimbursements of health insurance expenses, travel/car expenses and cell phone expenses
- Full-time regular employees are eligible to participate in the Coastal Expeditions 401(k) matching program after 90 days
- Full-time regular employees are eligible for reimbursement of job-related professional development and education expenses
- Personal use of kayaks and stand-up paddleboards
- Reciprocal access to local parks, historical sites and conservation partners, including the South Carolina Aquarium and Charleston County Parks

Would you like to be considered for our team?

- Questions? Email annie@coastalexpeditions.com
- To be considered send your resume and a cover letter to Annie Owen at annie@coastalexpeditions.com