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# We're Hiring!

**Posted:** December 16, 2024

**Closes:** January 20, 2025

**Position:** Business Manager, Full-Time

**Salary Range During Training Period:** \$150,000 - \$175,000

**Contact:** [hiring@colrip.com](mailto:hiring@colrip.com)

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## Join a Legacy

Are you a dynamic leader with a passion for business management? The Columbia River Pilots Association (COLRIP) is seeking an experienced, motivated Business Manager to oversee critical operations and support a legacy of maritime excellence on the Columbia and Willamette Rivers. Since 1850, COLRIP has safeguarded maritime operations, ensuring safety and efficiency on one of the world's most vital waterways.

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## Company Information

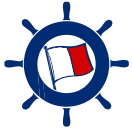
The Columbia River Pilots Association (COLRIP) is an unincorporated association of professional mariners licensed by Oregon to navigate ocean-going vessels on the Columbia and Willamette Rivers. COLRIP provides dispatching, billing, accounting, and other administrative services to its members. Leadership roles include President, Vice President, and Treasurer. The staff includes a business manager, a controller, and three dispatchers/office assistants. Success requires open communication, collaboration, and teamwork to deliver excellent customer service.

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## Job Description

The Business Manager reports to the President and collaborates with officers and staff to support the operational and administrative needs of 40-50 maritime pilots. Key responsibilities include:

- **Licensing and Training:** Assisting with pilot relicensing, training, and professional development.
  - **Business Systems:** Managing systems and procedures to meet current and future needs.
  - **Financial Oversight:** Reviewing banking, payroll, and participating in audits.
  - **Contract Management:** Negotiating and administering agreements for goods, services, and loans.
  - **Regulatory Engagement:** Liaising with state and federal regulators and implementing policies.
  - **Records Management:** Maintaining electronic and physical records.
  - **Long-Range Planning:** Collaborating with officers and legal counsel to maintain a business plan.
  - **Relationship Building:** Understanding and maintaining relationships with the maritime industry.
  - **Team Morale:** Promoting teamwork and positive office dynamics.
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## Requirements

### Minimum Qualifications:

- Bachelor's degree in business, finance, management, or economics with 8 years of experience, or 15 years of proven business experience. Other degrees considered.
- Strong administrative, organizational, and interpersonal skills.
- Ability to manage deadlines, pivot tasks, and maintain professionalism.
- Proficiency in Microsoft Office and familiarity with IT systems.
- Basic accounting and finance knowledge.

### Preferred Qualifications:

- Master's degree in a related field.
- Maritime industry experience.

Ideal candidates are well-rounded self-starters with excellent analytical, organizational, and communication skills, capable of managing detailed projects without losing sight of the big picture.

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## Benefits

COLRIP offers exceptional benefits, including medical, dental, vision, disability, life insurance, and a retirement plan with generous employer 401k contributions.

**Work-Life Balance:** Vacation & Emergency leave and comprehensive support for unexpected needs.

**Professional Growth:** Opportunities to engage with regulators, collaborate on strategic initiatives, and develop expertise in maritime operations and business systems.

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## Nature of Employment

COLRIP is an equal opportunity employer and does not discriminate based on race, religion, color, sex, age, national origin, disability, veteran status, or other protected classifications. Employment is "at will," meaning either party may terminate the relationship at any time, with or without cause.

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# Contact

In-person interviews to be conducted in late January/early February 2025. For consideration please send cover letter, detailed resume and references to: [hire@colrip.com](mailto:hire@colrip.com)