

Boat Dealership

Business Overview



Pontoon boat sales and service. Operates a small retail business and boat parade competition for citizens.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Signs Insurance Policy and Lease Agreement. 6. Completes the Business Improvement Plan. 7. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Places supply order and reorder, if needed. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p style="text-align: center;">BOAT SAFETY INSTRUCTOR</p> <ol style="list-style-type: none"> 1. Provides basic boat safety education and training to citizens. 2. Assists with Boat Design Parade. 3. Assists with retail merchandise sales. 	<p style="text-align: center;">MARKETING DIRECTOR</p> <ol style="list-style-type: none"> 1. Sets up Point of Sale system. 2. Works with CEO to determine product prices. 3. Prepares sales area with product display. 4. Greets customers, assists them with sales, and processes payments for sale of products. 5. Takes precautions to avoid inventory loss. 6. Works with CFO to reorder additional inventory, if needed. 7. Creates marketing flyer. 8. Sets up citizen boat parade design competition. 9. Selects winning boat parade design and notifies winner.
<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Reviews boat features and available options. 2. Visits each business to help them select the features of their new boat. 3. Prepares and sends boat invoice. 4. Works with Marketing Director to support retail sales, as needed. 	<p style="text-align: center;">SERVICE TECHNICIAN</p> <ol style="list-style-type: none"> 1. Visits each business to share information about the boat parade design competition. 2. Takes orders for after-market boat upgrades from businesses. 3. Creates service ticket with estimated costs for products and labor. 4. Submits work orders for custom seat covers to Lippert Components. 5. Works with Marketing Director to hold the citizen boat parade design competition.