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MIDDLE WEST SPIRITS

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Middle West Spirits Job Opening

FTE: Office Manager

Employment Opportunity

Middle West Spirits seeks an Office Operations Manager to support our growing team.

Job Description:

The Office Operations Manager is responsible for supporting the Middle West Spirits team by; managing office communications including telephone directory, distributing company mail, managing company calendars, filing systems, and general administrative duties. They will also be responsible for overseeing facilities by managing vendor relationships and scheduling maintenance and repairs as well as ordering office supplies for all locations. The Office Operations Manager provides excellent customer service as the main point of contact for all customers who visit the main office, call, and email the general info account.

Other Duties Include:

- Managing security systems at both distillery and main office
- Maintain cleanliness and organization of office space
- Managing incoming/outgoing office shipments
- Manage all general office procurement including; ordering business cards and maintaining inventory of other sales and marketing materials
- Run reports and collect data as needed to support Sales Operations
- Manage office technology including; updating website content, assigning staff emails, and procuring, managing, and assigning company computer assets
- Special Projects assigned to support Middle West Spirits as needed

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Experience/Skills Required:

- Proficiency with Microsoft Office and online file sharing platforms
- Excellent communication skills, comfortable speaking with customers, vendors, and employees across all departments of Middle West Spirits
- Ability to prioritize tasks based on the needs of the business
- Excellent time management and ability to multi-task
- Able to lift up to 50 pounds
- Must be 21 years or older
- Travel between both main office and distillery locations