

Position: PT Admin Assistant
Location: Brewery, Kihei, HI
Reports to: CEO, COO, CFO, Marketing Manager
Manager: Marketing Manager
Salary: \$15-\$17/hr.

Job Description:

This position will work closely with upper management to meet company objectives.

Job Responsibilities, including but not limited to:

- Assist management team with word processing, spreadsheets, and miscellaneous documents and reports as requested.
- Manage all filing for records room.
- Help to coordinate marketing and sales needs as directed.
- Process the packaging of outgoing boxes from internet sales, marketing requests, sales support, etc., and order/inventory shipping supplies.
- Assist Marketing Manager with online store and POS product inventory levels.
- Support onsite and offsite events as needed.
- Assist with organizing employee appreciation or MBC community events such as Beach Clean-ups.
- Manage office supplies to ensure that pars and quantities on-hand are correct and ordered in a timely manner so to always have stock on hand.
- Assist with travel arrangements as requested.
- Assist upper management per request and as needed.
- Handle company errands when requested using company car or mileage reimbursement if personal vehicle is utilized.
- Handle outgoing and incoming mail, including delivery of incoming mail to proper desk.

Job Requirements:

- High school diploma or equivalent. College preferred.
- Minimum of 2 years working in a professional business environment, preferably in customer service or administration.
- Highly competent with computer functions, including spreadsheets, word processing, and email systems.
- Strong time management, attention to detail, and problem solving skills.
- Great verbal and written communication.
- Confidentiality!

Benefits:

- Health insurance if working 20+ hours/week
- Disability insurance
- Company matching 401k Plan after one year of employment
- Accrued Paid Time Off (PTO) starts at two weeks/year based on hire date

The signature below confirms that I have received, and understand the job description, responsibilities, and requirements of Maui Brewing Co. Non-performance of these can result in demotion, including salary adjustment, or possible termination.

Administrative Assistant's Signature: _____

Date: _____