



Open Position Notice

April 28, 2021

Position Title	Administrative Assistant
Department	Administration
Reports To	Mary Groneweg
Pay Range	\$3,083.33/month - \$3,666.66/month
	<i>Note: the pay may be more or less than the posted range, the posted range is a good-faith and reasonable estimate of the range of possible compensation at the time of the posting.</i>
Application Period	Immediately, until position is filled
Position Description	Review Purchase Orders, prepare documents to be used in inventory receiving process, invoice filing, entering orders, reviewing returned invoices, reviewing product freshness dates, assisting with printing of Point of Sale material, issuing credit invoices as directed, facilitating Will-Call orders, generating return product paperwork, other duties as assigned
Qualifications	Proficiency with MS Office Suite Ability to work well with others Good verbal and written communication skills Ability to handle multiple tasks simultaneously Detail-Oriented Ability to anticipate office needs
Contact	Chris Bieker – cbieker@classicbevco.com

Classic Beverage Company uses the criteria of merit, qualification, and ability to determine hiring decisions and promotions within the organization. Classic Beverage Company does not discriminate in the employment opportunities or practices on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, order of protection, disability, military status, sexual orientation or sexual identity, pregnancy, unfavorable discharge from military service, genetic information or other segmenting factor protected by law.

Any employee(s) with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of a supervisor, Human Resources, the General Manager, or the CFO.

Classic Beverage Company will consider all reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to our organization. This policy applies to all aspects of our employment relationships, including staffing, job requirement, salary, corrective actions, termination, as well as access to benefits and training.

2021 Benefit Information

Full-Time Employees

- Medical: UHC AllSavers – cost shared between employer/employee
- Voluntary Long Term and Short Term Disability – Paid by employee
- Dental Insurance – Paid by employee
- Vision Insurance - Paid by employee
- 401(k) retirement plan – Safe Harbor employer matching
- Six (6) paid holidays