



Open Position Notice

January 5, 2022

Position Title	Receptionist/Office Assistant
Department	Administration
Reports To	Office Manager
Pay Range	\$3,083.33 - \$3,500.00/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 Deadline	January 21, 2022
Position Description	Answer phones, file invoices, process sales rep requests, process orders, receive guests, log package deliveries, sort mail, assist with AR, manage maintenance of copiers and printers
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, qualifications, and abilities 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 Portfolio 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.

2022 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
- Paid Time Off – (Accrues based on years of service starting with 12.50 days per year up to 20 days per year) Covers vacation, sick, and personal time off.
- 401(k) retirement plan – Safe Harbor employer matching
- Six (6) paid holidays