



**Mammoth Beers dba Mammoth Brewing Company**

**Profile:** MAMMOTH BREWING COMPANY is a successful craft brewery located in Mammoth Lakes Ca, with an on premise Tasting Room, distribution of our beers and others between Lee Vining & Bishop and into Yosemite National Park, outside distribution between Reno and So California and the Mammoth Festival of Beers & Bluesapalooza. We are 100% privately owned. We are active in our local and industry community, and love our craft beer culture and outdoor lifestyle.

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| <b>Position Title:</b> | <b>OFFICE ASSISTANT</b> | <b>Date:</b> | MAY 2017 |
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**POSITION DESCRIPTION**

**1 | POSITION PURPOSE & SERVICE AREA:**  
 As part of the administrative team, the Office Assistant will provide organization and task support to the Business Administration Director. The administrative team provides internal-customer service to all MBC business functions including finance, payroll, human resources, production, sales, marketing, retail and operational activities.

- 2 | MAJOR DUTIES AND RESPONSIBILITIES:**
- Assist Business Administration Director with basic bookkeeping duties: entering bills, emailing customer statements and past due statements
  - Assist with Web Store invoice creation and payment management
  - Assist with TR-event invoice creation / payment and data collection and tracking
  - Assist with monthly inventory reconciliation
  - Assist with TR-cash pick up, counting, entering into QuickBooks and depositing
  - Make travel arrangements & support traveling staff
  - Assist with office and warehouse supplies ordering and management
  - Assist with purchasing and selling capital equipment [i.e. via Craig’s List, ProBrewer, etc.]
  - Maintain Company vehicle files/spreadsheet – ensuring all registration/fees are current
  - Assist with Staff access/replacements for cell phones
  - Assist with all Staff contact info and Staff data lists maintenance
  - Answer phones & MBC “info@” e-mails, assist with all office mail & shipping duties
  - Support Mammoth Festival of Beers & Bluesapalooza – Event-Staff recruiting and staffing prep as well as on-site event-staffing operations
  - Electronic & hard copy records filing and management (customer invoices and vendor bills)
  - Support Business Operations Director with daily tasks as directed
  - Generally support corporate functions for the President, CEO, CFO, Owners and Board of Directors, including Corporate Documents filing and upkeep.

**3 | ORGANIZATIONAL RELATIONSHIPS:**  
 Reports directly to the Business Administration Director and supports the management team. No direct reports to the Office Assistant.

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|---------------------------|---|-----------------------------|----------|
| <b>Job Location:</b>      | 66 South Industrial Circle<br>Mammoth Lakes, CA | <b>Number of Positions:</b> | -1-      |
| <b>Employment Status:</b> | Part Time [25-30 hrs/week]                      | <b>Employment Type:</b>     | Employee |
| <b>Hourly Pay Range:</b>  | \$15.00 to \$18.00                              | <b>Other:</b>               |          |

**SKILLS**

- Moderate to expert computer proficiency including Word, Excel, Outlook & QuickBooks
- Exceptional organization
- Perform well in a high energy, fast paced environment
- Team work and people skills

- Service oriented
- Interest in and passion for craft beer a huge plus

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| <b>Degree:</b> | High School Diploma, minimum – College education preferred | <b>Experience:</b> | 3-5 Years |
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