

The Walter Brewing Company, Pueblo, CO.

126 S. Oneida Street, Pueblo, Co 81003

Administrative & Creative Assistant

The Walter Brewing Company is hiring in our taproom office. We are looking for the right team member who has a well rounded work experience in the areas of customer service, sales & marketing, social media, and merchandising. Individuals with an eye and talent in photography, videography and graphics are strongly encouraged to apply. Walter's strives to hire positive-minded team players with a great attitude who gives exceptionally great customer service to both external and internal stakeholders. This position is expected to have the ability to improve Walter's marketing outreach. If this sounds like you and you would like to join a great team in an exciting company and happen to LOVE Pueblo's Walter Beer history, we encourage you to apply today!

Compensation: Pay based on experience, starting \$16 hr+, hourly, Monday - Friday plus some weekends. appx. 30 hours per week.

How to Apply: Email your resume and cover letter to mia@waltersbeer.com with desired pay. Please include 3 professional references.

Essential Duties and Responsibilities (Includes but is not limited to):

- Answer phones, checking emails and other basic receptionist duties
- Monitor and schedule social media posts, create content, reply to customer responses
- Create and manage taproom visuals, signage, advertising materials, facilitate taproom event rentals & activities
- Taproom inventory
- Update and process online store and orders
- Reorder merchandise
- Merchandise displays and other marketing collateral.
- Professionalism in attending community outreach events as required
- Assist in recruiting and organizing new event rental bookings and other taproom activities
- Superb customer service skills
- Experience in the service industry is a plus!
- Assist with miscellaneous duties that the team or owners (or just management?) may request.
- No matter what your position is at The Walter Brewing Company, all employees are expected to work in any area of the operation when needed.
- This is a position that is primarily Monday through Friday, 30 - 40 hours a week, with availability to work weekends during activities when required.

Education & Other Requirements:

- Extensive experience in a related field or bachelor's degree in a related field.
- Sales Driven
- Outgoing, people person & self starter
- Must have strong organizational and communication skills
- Must have dependable vehicle/transportation
- Experience with Canva, Adobe Suite, Google Suite, Office Suite, and Wix.com
- Experience in photography and digital design a plus
- Experience in the service industry a plus
- Be able to lift 40 pounds
- Be able to walk up and down flight of stairs on a daily basis
- Be able to share an office with more than one team member/s