



POSITION DESCRIPTION

Position: **OFFICE ASSISTANT**
Reporting to: Ownership (to start) / General Manager (later in year)

About the Position

The Office Assistant plays a key role in supporting the day-to-day administrative operations of our brewpub operations. From record-keeping and cash handling to inventory coordination and event support, this role supports the management team while contributing to our operational success.

This is an ideal opportunity for someone who is organized, detail-oriented, and enjoys working in a collaborative, fast-paced environment.

What We Need Help With

- Maintain accurate documentation and record-keeping relating to production and movement of beer including reporting of excise tax,
- Ensure all liquor purchases are properly recorded and that the liquor registry is kept up to date,
- Assist with daily cashouts and float counts, ensuring timely recording and distribution of gratuities,
- Support coordination of event activation needs for beer festivals, conferences, and industry events,
- Prepare and compile timesheet reports to assist with payroll processing,
- Organize and schedule team meetings, including preparing agendas and recording meeting notes,
- Assist in planning and coordinating special events in the lounge and on the farm,
- Provide administrative support for ongoing projects, including tracking timelines, coordinating resources, and maintaining documentation,
- Maintain office organization and cleanliness,
- Perform other duties as assigned and mutually agreed upon.

What You Bring to Our Team

- Outstanding service skills and a desire to help others... 'what's best for the rest',
- Demonstrated ability to handle confidential information with discretion,
- Excellent communication skills, both written and verbal.
- Strong organizational skills and attention to detail.
- A positive, solutions-focused attitude
- Ability to multitask and prioritize in a fast-paced environment.

Technical Skills & Qualifications

- Familiarity with liquor licence regulations and compliance requirements,
- Proficient in Microsoft Office Suite (especially Excel),
- Previous office or administrative experience preferred,
- Experience in hospitality, food and beverage, or a brewery environment considered an asset.



TO APPLY

Please send your resume and cover letter to craig@rrbrewing.ca by Sunday, April 19th.

Job Type: Part-Time, Permanent

Pay: \$22/hr - \$24/hr

Benefits: Team events // Discounted or free food