



## **Administrative Assistant and Office Manager Job Description**

**Who we are:** Established in Raleigh, NC in 2018, Next Century Spirits (NCS) blends together traditional techniques and unique finishing technologies to create enhanced distilled spirits. Our patented post distillation filtering and finishing technology creates a tool for the traditional distiller to expand their repertoire of achievable flavors and aromas while improving quality, maintaining consistency, and reducing supply chain issues. This technology allows for tight control over the entire production process, resulting in the ability to create bold and unique flavor customization options for brands to choose from to expand product portfolios and fulfill market needs.

**Primary Duty:** The primary responsibilities of this role are to provide administrative, organizational, and logistics support to NCS Executives, to manage NCS office locations, and to support company-wide activities.

**Location:** This location will be based in Raleigh, NC.

### **Responsibilities:**

- Adeptly handle calendars, appointments, and meeting schedules.
- Manage teleconference, video conference, and physical meeting space logistics.
- Prepare the weekly leadership newsletter.
- Support NCS Executive Team as directed to ensure that company goals and objectives are accomplished and that operations run smoothly
- Undertake related duties as assigned, which may include timely and accurate expense report processing, budget preparation, preparing purchase requisitions, ordering products and services, and managing department office supplies.
- Create and maintain filing systems, both electronic and physical.
- Perform a gatekeeper role for external inquires and correspondence.
- Support company operations by maintaining NCS office locations in Raleigh and Zebulon, NC to include ordering materials, office supplies, food & beverage, and liaising with NCS external IT support team.
- Serve as NCS notary (training provided if needed)
- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business.
- Organize team communications and plan events, both internally and off-site.

### **This Job Might Be For You If:**

- You enjoy solving problems. You love taking on difficult challenges and finding creative



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solutions. You don't get flustered easily. If you don't know the answer, you will dig to find it.

- You pay attention to the details. As far as you're concerned, anything worth doing is worth doing right, every single time. You stay focused, and nothing falls through the cracks on your watch. But you are also willing to listen to feedback and take direction as needed.
- You think on your feet. You like learning new things, and you can learn quickly. When things change, you know how to roll with the punches.
- You are highly collaborative. You recognize that anything we create can always be done better when we do it together.
- You are motivated and driven. You volunteer for new challenges without waiting to be asked. You're going to take ownership of the time you spend with us and truly make a difference.
- You are a strong multi-tasker. You can handle, manage, and lead multiple projects at the same time.
- You want to work in a fast paced, entrepreneurial environment where you can make an impact immediately.
- You thrive in a changing environment. You have the resilience and flexibility to adapt in a constantly changing and fast-moving organization.
- You have strong communication and presentation skills. You know that clarity of communication enables the team to move faster.
- You want to work in an industry that is a ton of fun . . .

### **Requirements:**

- Bachelor's degree preferred.
- 4 years experience in an administrative role or 2-3 years in an office manager role
- Superb written and communication skills
- Strong time-management skills and the ability to organize and coordinate multiple projects at once
- Proficiency in Microsoft Office and other productivity tools, with aptitude to learn new software and systems
- Must be flexible and agile when plans change and show calm under pressure to adapt to changes.
- Must be culturally astute and demonstrate an inclusive mindset.
- Attention to detail; unquestioned personal integrity and capability to maintain confidentiality



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- An intense customer service and people orientation and the willingness to introduce creative ideas in pursuit of continuous improvement.
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
- Ability to keep company confidences

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, disability status, age, sexual orientation, gender identity and expression, marital status, citizenship, HIV/AIDS status or any other legally protected factor.

Immigration sponsorship is not available for this position. Applicants for U.S. based positions are generally required to be eligible to work in the U.S. without the need for current or future sponsorship. Candidates must pass a background check and drug screening prior to employment.

Please include the job title in the subject along with an attached resume and cover letter.

### **Job Type: Full-time**

### **Benefits:**

- Health insurance
- Dental insurance
- Vision insurance
- 401k
- Flexible schedule
- Paid time off