



## Marketing Coordinator and Office Manager Job Description

**Who we are:** Established in Raleigh, NC in 2018, Next Century Spirits is a full-service distilled spirits and marketing company. NCS specializes in the creation and processing of distilled spirits for private label, bulk, and private brands. 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 in order to expand product portfolios and fulfill market needs.

NCS Brand Group focuses on the marketing and distribution of its owned brands which includes Bear Fight American Single Malt Whiskey, Creek Water American Whiskey and Caddy Clubhouse Cocktails.

**Primary Duty:** The primary responsibilities of this role is to assist the marketing team across brand initiatives and social and digital platforms. This role will also provide administrative support to the Next Century Brand Group leadership team and manage the Fairfield, CT office location.

**Location:** This position will be based in Fairfield, CT.

### Responsibilities:

#### Marketing Coordinator:

- Act as community manager, monitoring social channels and engaging with consumers
- Assist in planning social media content and strategy
- Manage and respond to consumer inquiries
- Support local field team with asset creation for presentations and events
- Coordinate local event executions and sampling strategy

#### Office Management:

- Support company operations by maintaining NCS office location in Fairfield, CT to include ordering materials, office supplies, food & beverage, and liaising with NCS external IT support team.
- Manage teleconference, video conference, and physical meeting space logistics.
- 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.
- Organize team communications and plan events, both internally and off-site.

### This Job Might Be For You If:

- You are looking for an opportunity to break into the spirits industry and expand your marketing experience



# NEXT CENTURY

• SPIRITS •

- You enjoy solving problems. You love taking on difficult challenges and finding creative solutions.
- You have an entrepreneurial spirit and explore ways to get to a “yes” vs defaulting to a “no”.
- You pay attention to the details. As far as you’re concerned, anything worth doing is worth doing right, every single time.
- You are highly collaborative. You recognize that anything we create can always be done better when we do it together.
- 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 have a positive attitude - everyday is a new day to win.
- You want to work in an industry that is a ton of fun . . .

## Requirements:

- Entry level, 0-3 years experience
- Experience managing social channels, agency or spirits industry (in any role) experience a plus
- BS degree in Business Management or related field
- Detail oriented with strong time-management skills and the ability to organize and coordinate multiple projects at once
- Proficiency in Microsoft Office applications: Excel, Word, PowerPoint
- Excellent communication and analytical problem-solving skills
- An intense customer service and people orientation
- Ability to keep company confidences
- Must have no alcohol related legal incidents and may be subject to a background check

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.

Email cover letter and resume to [sbrown@nextcenturyspirits.com](mailto:sbrown@nextcenturyspirits.com). Please include the job title in the subject.

## Job Type: Full-time

## Benefits:

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