



Job Title	Office Coordinator
Supervisor	Mill Manager
FLSA Status	Non-Exempt
Appointment	Hourly
Location	Millboro, VA

Job Summary

The Office Coordinator performs a wide range of clerical tasks to ensure that the day-to-day operations of the mill's administrative offices run smoothly and efficiently.

Duties and Responsibilities

- Provides a full range of administrative support to the Mill Manager and Production Supervisors.
- Coordinates office activities to ensure efficiency and compliance to company policies and procedures.
- Assists with specific production and procurement administrative tasks when warranted.
- Responsible for communications support, including but not limited to, greeting guests, answering the main phone line, routing correspondence, and postal tasks.
- Updates and maintains employee personnel and medical files.
- Assists with the recruitment process and new employee orientation.
- Serves as a communications liaison between new and current employees and the human resources team.
- Assists with the internal promotion process.
- Responsible for facility specific inventory control of uniforms and office supplies.
- Coordinates special functions, social events, and partners with the human resources team on employee engagement activities.
- Partners with finance, safety, and human resources teams when required.

Qualifications

Education and Experience:

- High school diploma or equivalent required; Associates degree in a related field preferred.
- 1-3 years clerical experience preferred.

Skills & Requirements:

- Excellent knowledge of administrative procedures.

- Clear verbal and written communication skills.
- Superior interpersonal and customer service skills.
- Excellent organizational skills and a strong attention to detail.
- Impeccable time management skills with a proven ability to meet deadlines with limited supervision.
- Sincere interest in collaboration, problem-solving, and continuous learning.
- Illustrated ability to maintain confidentiality.
- Proficient with Microsoft Office Suite or related software.
- Must be able to work in a diverse office environment.

Working Conditions

This position is primarily located in the administrative offices of the Stave Mill. The Stave Mill administrative offices are typical to those found in a manufacturing environment. The Stave Mill itself has a season dependent temperature fluctuation and there is dust exposure and loud noise within it. On occasion, this position may be required to work weekends.

Physical Requirements

This position requires the ability to communicate orally with employees, management, customers, and vendors. Regular use of the telephone and e-mail for communication is essential. Sitting for extended periods is common. Hearing, vision, and speaking within normal ranges is necessary. Manual dexterity is needed for the use of common office equipment. This position must be able to lift up to 50 pounds.

Supervisory Responsibilities

This position does not have any supervisory responsibilities.

Other Duties and Requirements

The duties, responsibilities, and requirements listed above should not be interpreted as a comprehensive list. Additional duties and responsibilities may be assigned as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made that may pose serious health or safety risks to any individual associated with Speyside Bourbon Cooperage Inc. Additionally, no accommodations will be made which impose undue hardships on Speyside Bourbon Cooperage, Inc.

EEO Statement

Speyside Bourbon Cooperage, Inc. is an Equal Opportunity Employer. Speyside Bourbon Cooperage, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is based on qualifications, merit, and business need. We maintain a drug-free workplace and perform substance abuse

testing and background verification checks when warranted and as permitted by state law.

Signature

My signature below acknowledges my understanding of the duties, responsibilities, and requirements of this role. Additionally, my signature acknowledges that I have been given the opportunity to ask any questions about the content listed within this document.

Employee Signature _____ Date _____

Printed Name _____

HUMAN RESOURCES USE ONLY	
Origin Date	10/6/2020
Approval Date	10/12/2020
Review Date	
Revision Date	