

JOB TITLE: Office Manager & Human Resources Coordinator

LOCATION: Alexandria, VA

REPORTS TO: Human Resources Manager

FLSA POSITION TYPE: Full Time, Salary

POSITION SUMMARY:

The Office Manager & Human Resources Coordinator at Aslin Beer Company is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness, efficiency and meticulous record-keeping per Aslin standards. Duties will include a variety of administrative, clerical, financial and managerial tasks including, but not limited to, maintaining and managing personnel records, payroll, and communicating and working with other members of the team, vendors, and customers to ensure day to day operations in the office run in the manner and to the desired standard of Aslin Beer Company. Other responsibilities include recruiting, screening, interviewing and placing workers. Also handling employee relations, payroll, benefits, and training. The content and responsibilities of this role are not fully defined or restricted to the listed items, and can/will grow to incorporate more duties over time as Aslin sees fit. This position will report to the HR Manager and work in concert with them to achieve Aslin's goals.

ESSENTIAL DUTIES & RESPONSIBILITIES FOR OFFICE MANAGEMENT:

- Overseeing general office operation.
- Coordinating appointments and meetings and managing staff calendars and schedules.
- Coordinating domestic and international travel, including flight, hotel, and car rental reservations.
- Purchasing office supplies and equipment and maintaining proper stock levels.
- Producing reports, composing correspondence, and drafting new contracts.
- Creating presentations and other management-level reports.
- Supervising, mentoring, training, and coaching our office staff and delegating assignments to ensure maximum productivity.

ESSENTIAL DUTIES & RESPONSIBILITIES FOR HUMAN RESOURCES:

- Employee Relations
- Employee Communication & Benefit program
- Benefit Administration
- Recruiting
- Payroll administration, employee onboarding and off-boarding
- Maintain HR policies and procedures
- Create a culture of respect and compliance with industry standards
- Overseeing 401K, Health Benefits, FMLA, Worker's Comp

IMPORTANT SKILLS & ABILITIES:

Education/Experience

- Associate's degree or equivalent work experience required.
- Minimum of 1 to 3 years related work experience required.

Knowledge, Skills, and Abilities

- Proven experience as an Office manager, Front office manager or Administrative assistant
- Proven experience as an Human Resources manager or assistant.
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in Google Suites and MS Office (MS Excel and MS Outlook, in particular)
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements

BENEFITS:

- Medical, Dental, & Vision benefits
- 401K with match
- Paid Time Off
- Discounted merchandise
- Discounted beer