



Blackeye Beverage, LLC. is a non-alcoholic beverage production facility located in the South St. Anthony Park neighborhood of Saint Paul, a short walk from the Raymond Avenue light rail stop. We produce a variety of beverages ranging from cold brew coffee lattes to energy drinks and iced teas.

We are interested in expanding our team with an Administrative Assistant who wants a long-term role that they can grow with.

Description:

As an Administrative Assistant, you will be responsible for supporting the processes and teams involved in handling large throughputs from the conception of a product through the final staging processes. This role requires someone who is highly adaptable, flexible and willing to learn all of the various company procedures and operations.

General daily tasks include:

- Document control and organization
- Carries out administrative duties such as filing, typing, copying, scanning etc.
- Creates meeting agendas, takes meeting minutes and distributes meeting follow-ups
- Assists the inventory manager with physical inventory counting
- Clerical errands including drop-offs of mail and samples
- Ordering and maintaining inventory of office and plant supplies
- Maintains files in an organized and accessible manner to include updating information, purging files on a regular basis and creating a new filing system as needed
- Manage employee incentives and coordinate monthly food socials (luncheons, dress-up days, holiday themed parties, etc.)
- Assist HR Manager with employee onboarding and documentation
- Assist operators with ingredient organization and FIFO
- Assisting Shipping and Receiving
 - Outgoing and incoming inspection of materials with verification of documentation
- Support the maintaining of proper sanitation of equipment and tools
- Adhering to SQF & FDA standards
- Other duties as needed
- Responsible for filling out verification logs, production documents and SQF forms

**Requirements:**

This is a full time position that offers both morning and midday shifts as the production schedule varies. Full time positions include PTO, holidays, and sick pay after a 60 day eligibility period. An ideal candidate is someone who works well with little or no supervision, is self-motivated and will assess current processes for improvement. This is a physically demanding and extremely hands-on position. In order to carry out the functions of this role, you must be able to lift 60 lbs, be on your feet for a 10 hour shift, be able to squat, bend over, pivot, and be able to read and write English.

Compensation / Benefits:

We are offering a starting wage of between \$17-\$20/hr. After a 60 day provisional period of employment, you will be able to opt-in to health, dental, and/or vision insurance.

Work Location Address:

705 Vandalia St.
St. Paul, MN 55114

Website: Blackeye Beverage

Interested Personnel Should Contact:

Vice President of Operations
Chris Castillon
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