



COLDSTREAM
— C L E A R —
DISTILLERY

Events Coordinator/Manager

Coldstream Clear Distillery Antigonish, 25 James Street

Expected Start Date: March, 2022

Availability: Full time position (35-40 hours per week) evenings and weekends will be required

Description: Coldstream Clear Antigonish is seeking an individual to fill our events coordinator/manager position. You will be responsible for coordinating all events on/off site. This role will encompass daily managerial duties, including shift scheduling for our Antigonish team members. You will be required to deliver excellent and engaging customer service in a retail/bar setting. If you're organized, creative, personable, and professional, this is the perfect opportunity for you!

We are looking for a teammate who is:

- Well spoken, articulate, fun and engaging
- Punctual and organized
- Can confidently manage a team and is able to work well with others
- Ability to work autonomously in a fast-paced environment
- Very comfortable with public speaking and interacting with customers
- Some baseline knowledge of the spirits industry but most importantly, a willingness to learn about our products and be confident in offering this knowledge to guests

Key Responsibilities:

- Booking and coordinating all events for our Antigonish location (live music, paint nights, golf tournaments, special events, etc.)
- Scheduling shifts for the Antigonish team using the When I Work app
- Approving time sheets for payroll
- Verifying and recording cash deposits and delivering them to the bank
- Co-managing our Antigonish team
- Making and serving flights and cocktails at our tasting bar
- Engaging with our customers and providing in-depth product knowledge
- Retail responsibilities such as handling cash, completing transactions, processing returns, tip payouts, etc.
- Key-holder responsibilities

Required Experience:

- Sales, or a related discipline is preferred
- Previous manager/supervisor roles considered an asset
- Must have experience working face-to-face with the public in a customer service role
- Proficient in Microsoft Word and Excel
- Must be capable of lifting up to 50 lbs and be able to walk and stand for extended periods of time

- Must have a vehicle and a valid drivers license

Interested candidates should email a resume and cover letter to jobs@coldstreamclear.com with subject line 'Antigonish Job Application – Events Coordinator/Manager'. Applicants must be 19 years of age or older with valid I.D. Only those who will be interviewed will be contacted.