



COLDSTREAM
— C L E A R —
DISTILLERY

Executive Coordinator

Coldstream Clear Distillery is well into its 7th year of operation and continues to grow. The company's head office in **Truro, NS** is expanding significantly, and our team is growing just as quickly. Naturally, we are very proud of our team members and the culture that exists within the Coldstream Team. As such, we look to the successful candidate to build on the current culture that supports effective teamwork, professionalism, and customer experience. You should enjoy a natural hands-on approach, staying connected to the business and influencing change and growth with energy, enthusiasm and dedication. You will also require highly developed communication skills embodied with values of integrity, teamwork, excellence and respect.

We are currently looking to add to our administrative team, with the creation of the Executive Coordinator position.

Essential Job Duties and Responsibilities: (Additional duties may be assigned)

- Documentation & Communication
 - Prepare, draft, edit and format letters, reports, presentations, spreadsheets and other stake holder correspondence requirements using MS Office (i.e. Word, Excel, PowerPoint) or other appropriate user software.
 - Preparing for client meetings, meeting materials (e.g. presentations, handouts, minutes, etc.).
 - Support consolidation of presentation materials for various project meetings as required
 - Support communications including event planning, both internal and off-site
 - Support internal Employee Communications, including maintenance of internal SharePoint Site, scheduling employee update sessions, and communicating key information to employees as required
 - Complete & submit various applications
- Office Management
 - Manage office supplies and meals for team meetings
 - Order identified merchandise, process, and distribute
 - Coordinate/dispatch building maintenance (Office & Retail locations)
- Operational Support
 - Assist in project implementation and follow up
 - Retail Values Audits
 - Assist in scheduling maintenance at site locations
- Employee Life Cycle Management
 - Track and administer employee referral, administer assessments, administration of offers, new hire documentation and benefit enrollment (management)
 - Execute recruiting requirements, assist in screening
 - Creating & delivering onboarding, training, conduct exit interviews
 - Plan safety training and keep up to date records of all renewals, recertifications

- Employee Engagement

- Company/Team Event coordination and delivery
- Milestone management
- Assist in the development, review, and improvement of employee programs

Knowledge, Skills, and Abilities:

- Maintain confidentiality and interact professionally with employees, management and the public
- Proactive approach and can-do attitude
- Capable of tight deadline management on multiple projects
- Innovative thinking, sound judgement, and adaptable to service needs
- Ability to work independently without direct supervision and prioritize tasks to be completed
- Professional, resourceful, and collaborative
- Accuracy and attention to details at all times
- Strong understanding of all technology and ability to use various systems
- Excellent time management and multi-tasking skills, and the ability to prioritize tasks

Education and Experience:

- High school diploma or GED required
- Successful completion of 2-year post-secondary program
- A diploma or University degree in one or more of the following:
 - o Administrative diploma/designation from a recognized institution or other relevant discipline
 - o Human Resource Management
 - o Branding/People & Culture
- 1-2 years' experience in self-directed administration
 - o Demonstrated organization and implementation skills

Requirements:

- Ability to work a flexible schedule: Monday- Friday (35-40hrs/wk.) with possibility of some weekend days
- Valid Driver's License, and clean driving record

Salary is dependent on experience and health benefits are available.

Coldstream Clear Distillery welcomes applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. Coldstream Clear Distillery is proud to be an equal opportunities employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, ability, age, family status or any other legally protected status. Candidates must be legally eligible to work at the location(s) specified above and, where applicable, must have a valid work or study permit.

If this sounds like it may be of interest or would like to learn more, please forward your cover letter and resume to jobs@coldstreamclear.com with Executive Coordinator in the subject line.

Only those selected for interview will be contacted.