



We're Hiring!

Copper & Theory is seeking an experienced part-time Logistics & Office Coordinator. If you're an ambitious beer lover who wants to work for a fast-growing, entrepreneurial company then send us your resume ASAP! More information is below.

Job Duties Include:

- Managing daily/weekly/monthly reporting and filing;
- Maintaining the product database;
- Coordinating orders and shipments;
- Acting as an Assistant to the President/Owner;
- Managing other daily/weekly/monthly activities in accordance with;
- Occasional participation in off-site tasting events and other related activities.

The Ideal Candidate Shall:

- Have 3-5 years experience in the hospitality, beer, wine or spirits industry and/or 3-5 years experience in a similar role in another industry.
- Have a Post-Secondary education, ideally in Business;
- Be extremely detail oriented;
- Be driven, organized and self-motivated;
- Be proficient in MS Office Suite;
- Be proficient with Apple/Mac technology;
- Possess an understanding of basic accounting/book-keeping concepts;
- Have previous experience with CRM Software;
- Possess a comprehensive understanding of beer styles;
- Possess excellent written and oral communications skills;

We offer a competitive salary, car allowance, generous vacation time, medical and dental benefits, and a few other perks that just happen to come along with working in the beer industry (hint – they're bubbly).

Candidates can apply to jobs@copperandtheory.com. While we appreciate all applicants taking the time to send us their information, only those deemed qualified for the role shall be contacted for interviews.

Thank you!

ARTISAN BEER SUPPLY CO.