



**EMPLOYMENT OPPORTUNITY
(Permanent, Full-Time)**

POSITION: Sr. Administrative Assistant
DIVISION: Aquilini Beverage Group
REPORTS TO: Director Projects
LOCATION: US/Canada (office or virtual)

COMPANY PROFILE:

Aquilini Group ("AG") is a diversified family business founded in Vancouver, BC more than 50 years ago with roots in the real estate development and construction industry. Today the company owns and manages an international real estate portfolio that includes commercial and residential properties, hotels, golf courses, vineyards and blueberry and cranberry farms. In addition to its ongoing pursuits in real estate development and construction, AG has expanded its holdings to include assets in the sports & entertainment, renewable energy, aquaculture, tourist attractions, restaurants, and food & beverage industries.

Aquilini Beverage Group ("ABG"), a division of AG, is a leading North American beverage producer with a portfolio of wine brands, ready-to-drink beverages and an innovation lab dedicated to the research and development of new and unique products. ABG is growing at a record pace, and always looking for new ways to captivate consumers with compelling beverage concepts, including our category-changing ready-to-drink beverages, a portfolio of successful wine brands primarily from Washington State, and spirits.

SUMMARY:

Our Sr Admin Asst is a versatile pillar of project support, eager to jump in and help wherever needed. The incumbent is proactive, and able to excel in a fast-paced environment. They are committed to supporting the team to deliver the strongest results possible. This involves communicating across all departments, taking initiative and ownership to troubleshoot as needed. This is a well-rounded position for those interested in a career in business, sales, or marketing as the individual will be working with almost all facets of the organization. Prioritization and exceptional organization skills as well as strong verbal and written communication are key must haves.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(other duties may be assigned, as required)

- Provide administrative support with ongoing and new projects
- Assist with routing and creative workflow for design team
 - Check artwork copy, UPCs, etc for accuracy
 - Interface with team members to facilitate designer feedback and workflow
 - Ability to manage/resolve conflicting creative deadlines
 - Work with printers to transfer files and receive/route proofs

- Manage vineyard contracts, approvals and customer follow up
- Be the systems administrator for Basecamp, our Project Management/Digital Assets software
- Draft corporate communication and reminders
- Assist with booking travel arrangements for executive team
- Assist executives with special sample orders using a high degree of professionalism and follow up
- Prepare meeting materials including agendas and presentations
- Facilitate e-signatures
- Process invoices with accounting
- Work with new and existing vendors to obtain quotes for materials and services

REQUIRED EXPERIENCE AND QUALIFICATIONS:

- Experience with project management is an asset
- Committed to delivering quality work and outputs
- Takes initiative and seeks continuous improvement
- Tech savvy computer skills
- Proficiency with MS Office (Outlook, Word, Excel, PowerPoint) and internet research functions
- Proficiency in Photoshop/Adobe is an asset
- “Can do” attitude
- Experience working in a professional business setting and interfacing with executives
- Excellent communication and interpersonal skills
- Ability to pick up new processes quickly
- Ability to properly assess tone of sensitive situations and behave professionally
- Effective at prioritizing and excellent time management skills