



BUSINESS DEVELOPMENT ASSISTANT – part time

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Business Development Assistant at our La Crosse, WI facility.

This is a part time position providing administrative and operational support to the Business Development department.

Duties and Responsibilities include, but are not limited to:

- Organize and ship samples to customers or on behalf of customers.
- Assist with customer visits including leading tours, coordinating meetings, facilitating special requests.
- Provide customer communications at direction of supervision.
- Data entry.
- Assist with special projects.
- Assist other departments with Business Development related initiatives.

Qualifications

- Coursework in Sales/Marketing/Business required. Additional relevant experience preferred.
- Strong computer skills with working knowledge of Microsoft Office Suite (Word, Excel, Power Point).
- Strong oral and written communication skills.
- Must be able to work effectively in a team environment.
- Ability to represent the company in a professional manner.
- Ability to maintain a flexible schedule to accommodate customer requests.
- The ideal candidate is available daily, for approximately 20-25 hours per week.

To learn more about us and to apply, please visit our website at www.citybrewery.com.