

Midwest Roasters

12050 N. Peters Road
Hayward, WI 54843
(715)544-8191

Apprenticeship Assistant

If you are passionate about “everything coffee”, self motivated, energetic, articulate and willing to learn, we want to meet you!!

POSITION OVERVIEW

Entry Level Project Assistant

Work directly with the project administrator, following directives in a support role. This might include but not limited to: handling administrative functions, planning meetings, performing outreach, tracking budgets, drafting reports, keeping project management tracking systems updated and fielding calls, managing correspondence from the project team members.

Overseeing the details associated with complex projects. The Project assistant may work in concert with our retail store manager and team with marketing projects to ensure smooth and timely project completion. A willingness to step in any position when needed.

KEY SKILLS

1. Can exert good leadership skills and are well-able to coordinate workers and facilitate team communication.
2. Highly organized in both time and in resources: need to manage progress reports, timetables, and financial budgets.
3. Have a thorough understanding of project objectives and goals, ensuring all team members have the resources needed.
4. Have an analytical and critical mindset for making the best business and financial decisions for the project.
5. Can multitask, work well under pressure, and work efficiently to meet strict deadlines.
6. Have excellent interpersonal skills for collaborating effectively with others.
7. Not afraid to work beyond 9-5
8. Willingness to learn all responsibilities from (Bean to Cup)
9. Lead coach and motivate project team members on a proactive basis
10. Passionately driven to succeed
11. A love for Exceptional Specialty Coffee a plus!

TECHNICAL SKILLS

1. Proficient in office programs such as Microsoft Word, Microsoft Excel, Google Docs, Google Spreadsheets, and Quickbooks.
2. Ability to write and produce creative content for social media and other marketing materials.

ACADEMIC QUALIFICATIONS

Business/Marketing

Marketing - Social Media - Visual Communications

Interested and confident candidates are welcome to send their resumes and cover letter to: jobs@midwestroasters.com with Apprenticeship Assistant in the subject line.

Midwest Roasters, LLC is an equal opportunity employer