

# Job Description

## Operations Intern at the Tennessee Stillhouse

### TITLE

Stillhouse Operations Intern

### REPORTS TO

Stillhouse Project Manager

### OVERVIEW

The Tennessee Stillhouse seeks a part-time operations intern to help aid and assist in multiple areas within the operations and administrative side of the company. This entry-level position is ideal for students or professionals looking to build their resume.

The internship will last the duration of the Fall semester (5 months) two days a week (16 hours). Work hours can be flexible to accommodate class schedules. Applicants must be at least 21 years of age, have a reliable car, and laptop computer.

### RESPONSIBILITIES

#### Sales Support

- Responsible for packaging and sending out product and samples to distributors nationwide.
- Responsible for keeping up with office packaging supplies, product, and informing Project Manager of time to reorder supplies.

#### Research

- Help facilitate and execute potential research assignments with topics ranging from grain sourcing, barrel sourcing, and other operational and industry related topics.

#### Events/ Donations Support

- Responsible for arranging, picking-up, and dropping off product with distributors and event coordinators.
- Assist the Project Manager in event correspondence in accordance to Tennessee Stillhouse giving priorities and budget.

#### Website Management

- Offer assistance collecting information for Tennessee Stillhouse websites. This may include: geo-location data input as well as store and product information.

#### Office Administration, Customer Service

- Manage all Tennessee Stillhouse brand information e-mail accounts and provide regular customer service communications.

- Responsible for keeping up with office supplies and inventory.
- Will be required to run periodic errands when needed, including picking up items from local vendors.

#### **DESIRED SKILLS AND EXPERIENCE**

- Experience in customer service
- Strong communication skills
- Proficiency with Gmail, Microsoft Office, Google Drive/Docs
- Works well on a team
- Self-starter, reliable, and takes initiative
- Interest in spirits industry is key

#### **THINK YOU'RE THE PERFECT FIT?**

Please e-mail a cover letter and resume to [jen@tnstillhouse.com](mailto:jen@tnstillhouse.com) with the subject "Operations Intern".