

HOT JOBS

Multiple Positions *Alton Distillery* Bethel, NY

Overview: Alton Distillery in Bethel, NY is seeking an Assistant Distiller, an Office Clerk, and a Bookkeeper.

Assistant Distiller:

No specific experience in the distillation sector is required.

Requirements:

1. Willingness to learn
2. Experience in basic electrical and hydraulic maintenance
3. Punctuality and reliability

Salary, Shift, Benefits: This is a full time, regular position generally working Tuesday-Saturday, day shift for 40-45 hours per week. Salary is \$18-\$25 depending on experience and qualifications. Benefits may be offered after 6 months.

Office Clerk:

The office clerk will assist with daily administrative activities as assigned.

Requirements:

1. Willingness to learn office work under internal training
2. Previous experience in basic office work
3. Good knowledge of QuickBooks program, Microsoft Office, and preferably any design or other office software.
4. Punctuality and reliability

Salary, Shift, Benefits: This is a full time, regular position generally working Monday-Friday, day shift for 30-40 hours per week. Salary is \$15-\$20 depending on experience and qualifications. Benefits may be offered after 6 months.

Bookkeeper:

Requirements:

1. Willingness to learn office work under internal training
2. Previous experience in office work
3. High knowledge of QuickBooks accounting and payroll program
4. Knowledge of Microsoft Office
5. Punctuality and reliability

Salary, Shift, Benefits: This is a full time, regular position generally working Monday-Friday, day shift for 32-40 hours per week. Salary is \$20-\$25 depending on experience and qualifications. Benefits may be offered after 6 months.

Interviews will be conducted as a pre-hire requirement.

Apply: Via telephone to Pietro Bortolotti at 845-866-2899 or via email to info@altondistillery.com