



WEST BERKSHIRE EST. 1995 BREWERY

Executive Assistant to the Directors and Office Manager

West Berkshire Brewery Background

The West Berkshire Brewery (WBB) was founded in 1995 as one of the first in the new wave of micro-breweries. The Company started life as a family run business. In 2013 David Bruce, an industry veteran and founder of Firkin Pubs, joined the company as Chairman and the Company embarked upon an ambitious business plan.

By the summer of 2021, the Company is in a strong strategic position:

- WBB is one of the best-equipped and qualified brewers in the UK; our capabilities encompass brewing and packaging into keg, cask, bottle and can; logistics and distribution; the company also operates 3 profitable pubs;
- WBB is focused on building the value and volume of its own brand portfolio but, unlike many other brewers in the UK, is also focused on providing one of the most comprehensive contract-packaging and contract-brewing businesses in the country. WBB is accredited as an own-brand supplier with Aldi and Marks & Spencer.
- WBB has innovated through Covid-19 with the establishment of a “premium” beer wholesaler and online subscription platform – Beacon & Buck. This business aims to solve the issues of craft and premium beer for the On-Trade, the Grocers and develop a subscription-based E-commerce business.
- WBB has invested £15m to date in a site, brewing plant and infrastructure to allow it to grow to a theoretical maximum of £58 million of revenue and £19m EBITDA with modest additional capital expenditure. Future capital expenditure is operationally de-risked as the site and team is fully operational.
- WBB could fill this existing capacity in numerous ways including (but not limited to):
 - Growth in own brand sales;
 - Further contract packaging and contract-brewing sales;
 - Expansion into manufacture of other liquids that require the same infrastructure and distribution as existing beer sales – for example, canned cocktails, wine, and soft drinks either on a contract or an own-label basis;
- FY22 budget turnover is £12.6m and £0.6m EBITDA and at full volume capacity the business is aiming to achieve full capacity utilisation and revenue of £58m and £19m EBITDA within the coming 5 years

The last few years have been a period of fast and transformational change for the Company as WBB established a new outsourced packaging business; moved into its new site and



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completed the installation of one of the pre-eminent micro-breweries in the UK; continues to grow beer sales at home and abroad.

This is an exciting phase of the Company's development and to help build and establish processes and controls that will lead to enhanced scalability, the Company is looking to recruit a **Executive Assistant** to support the Managing Director and Sales Director as the company continues to grow.

You will be joining an entrepreneurial team who are passionate about their business and about their products and work hard for one another.

The WBB Personality

We all have individual personalities but, as a company, how do we want to be seen? Our company/brand personality helps define the way we behave and communicate. It includes 4 key characteristics and we encourage our employees to display these both internally and externally.

- Straightforward
- Idiosyncratic
- Positive
- Drive



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<u>Location:</u>	Office based
<u>Reports to:</u>	Managing Director & Sales Director
<u>Direct Reports:</u>	None
<u>Contract:</u>	Full Time
<u>Purpose of role:</u>	To provide a highly effective PA service to the Directors by prioritising and managing the demands upon them by overseeing emails, handling meeting requests, handling requests for approval/response, tracking actions & deadlines and ensuring they have all information and documentation required for meetings.

Role activities / responsibilities

- Deliver proactive, highly organised support to the Directors
- Diary management, ensuring the Director's time is organised effectively
- Proactively manage all emails coming into the Directors inbox; replying where possible and flagging urgent matters
- Arrange all relevant requirements for meetings: meeting rooms, IT facilities, video facilities, refreshments etc
- Drafting/typing/heading up letters, documents and presentations as required
- Taking minutes and notes in meetings when required
- Providing occasional support to the Executive Leadership Team including arranging their visits, meetings
- Act as the central point of communication between employees, outside parties and the Directors
- Proactively ensure that the Directors are fully prepared for key external/internal meetings and liaise with contacts and greet guests
- Draft internal communications on behalf of the Executive Leadership Team when needed
- Book business travel arrangements for the Executive Leadership Team
- Organise social events
- Build strong relationships across the whole organisation
- General administration as required

You will be/have:

- PA experience (essential)
- Exceptional communication skills, providing clear and consistent communication between the executive team, internal departments and external parties
- Excellent time management and organisational skills
- Excellent MS office experience



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- Discreet, able to exercise good judgement, tact, diplomacy and maintain confidentiality
- Ability to prioritise
- Able to work under pressure and multitask
- Proactive and positive approach
- High attention to detail
- Executive Assistant Training (preferred)

Salary and benefits

- Training and development, supporting your career pathway
- Competitive salary
- 32 days holiday inclusive of Bank Holidays
- A great place to come to work, a beautiful brewery in the Berkshire countryside.

Salary: £24,000- £28,000 (depending on experience)