



Department	People
TITLE	The Sidekick
Reports to	The People Manager
LOCATION	BrewDog HQ - Ellon
HOURS	Full Time

OVERVIEW

Our mission here at BrewDog, ever since the company was born in 2007, is to make other people as passionate about great craft beer as we are. BrewDog employs more than 750 people. We sell our beer in over 60 countries. We've got over 30 amazing bars in the UK and also have a range of incredible bars across the world in places like Berlin, Barcelona & Tokyo. The world of BrewDog provides the freedom for you to use your talent and passion, and gives you a front row seat at the craft beer revolution.

Here at BrewDog, we care about two things; our beer and our people. We have torn up the rule book and thrown it out the window. If you want an insight into the fastest growing FMCG Company for the last 5 years running, come and drive key projects and be part of an amazing global journey here at the Good Ship.

We are continuing to grow at an epic rate, and have some amazing developments in the Pipe Line for the next two years, for now... (DogHouse Hotel USA, UK and US BrewPubs and much more).

As a result of this – for every position within our business, we need the passionate, incredible, daring, mature & risk-taking people of this world to help us achieve our mission – to be the best beer company. Ever!

MAIN DUTIES

Here at BrewDog, we love our work. Each of us love playing a vital part in our success. However, the work that we do here is challenging. Nothing worth having comes easy!

We are committed to the cause each day & each day we go into battle as individuals and as a team to drive our business forward. As team, we work together and support each other to ensure we can look



ourselves in the mirror at the end of the week with a can of Punk IPA and say, 'Yes, we gave everything and we succeeded'.

As our business grows, the need for further support increases and this is the reason for this positions' being.

The People Team is at the heart of the business and we are responsible for putting an arm around all of our staff (metaphorically & literally) who make our business tick. We look after all things HR, Recruitment, Customer Service, the Staff Canteen & Reception.

We are looking for a trusted SideKick to join on either a part time or full-time basis and support an enthusiastic & dedicated bunch. Let us start by saying you won't be making cups of tea or doing boring filing, shreddi...

Sorry we fell asleep at the thought of those tasks!

We are going to get you involved in some pretty serious & important s**t. A day working here isn't for the faint hearted so we need people ready to get stuck in and standing with us on the front line.

What will we trust you to do:

- Assist with key business projects for individuals within the team
- Provide administrative support
- Top secret research for special covert operations
- Play about with things such as Word, PowerPoint, Excel – creating important reporting documents for every important people
- Be creative & design artwork for specific – (don't worry, we don't need you to be Picasso..)
- Be an incredible brand ambassador for BrewDog – tell people why we are awesome at what we do

SKILLS

- Strong administrative skills and a highly organised approach to everything
- Good with words, (can spell) & good with numbers (can count)
- A 'can do' attitude
- Good with people – a helpful manner, hard working outlook
- Strong team player and results-focused
- Strong communication skills at all levels
- Good skills on Microsoft packages such as Word, Excel & PowerPoint



WHAT WE REALLY WANT TO SEE FROM YOU:

- Experience & examples of where you have had to deal with something really, really important – and did it well! This can be at home, at school or in a job you have/had
- Tell us why we should hire you – why are YOU better than the rest
- The skills that you have to meet the responsibilities of this role
- More about you – show us your personality, your hobbies & interests, what you enjoy doing – We want to know who you are
- Your accomplishments! Tell us why you are incredible!
- Examples of where you have studied hard to learn something new
- A willingness to try hard in everything that you do and a willingness to go the extra mile for the cause
- Strong team player and results-focused
- Strong communication skills at all levels
- Proof that you can conjure up some kick-ass & funky designs on the computer
- Samples of where you have taught people something really interesting