

**State of New Hampshire Job Posting**  
**NH Liquor Commission**  
**Marketing Division**  
**PO Box 503, Concord, NH 03302**  
**Part Time Program Assistant II**  
**Labor Grade: 15**  
**Position # TMPPT5068**  
**Closes: August 18, 2016**

**Summary:**

Maintains, monitors, and updates an accurate brand master of information on each SKU (stock keeping unit) including the setup of new items, quarterly price changes, pack changes, proof changes, and label changes for approximately 17,500 active spirit and wine codes listed in New Hampshire. Provides direct support and back-up to the Spirits Marketing and Sales Specialist.

**Responsibilities:**

Compiles and researches all requests for new products listings. Reviews each new item to make certain that item meets all federal and state requirements prior to listing.

Prepares commission documentation to assign primary source of wine products. Assigns code numbers and enters product in system in follow-up to commission action.

Compiles and researches all requests from all brokers/suppliers for quarterly price changes, prepares reporting for Price Changes review by buyers. Updates the system once approved, activates the change on the appropriate dates, and creates and sends updated captions to all retail stores.

Maintains excellent customer service for our customers and retail stores. Assists retail stores with product activation, absolute setup, and/or special orders & add-ons as well as in the daily interaction with retail stores, warehouses, MIS department and all vendors and brokers with the regard to problem resolution of product UPC codes and pricing discrepancies.

Provides excellent customer service to our local brokers, NH wineries & distilleries, suppliers, & warehouses while maintaining and updating product status in the NHSLC system for vendor changes, pack changes, label changes, VAP/Holiday items, and any warehouse changes.

Provides assistance to the Marketing Department during new store set up, to include but not limited to, caption creation and delivery, product set up and review, inventories set up and review, set up and review of appropriate store classification, i.e. spirit/wine specialty or test market.

Participates in cross training objective with the wholesale order programmer and procurement manager to ensure adequate knowledge is present to assume the basic duties when coverage is needed.

Assists with, but not limited to, maintenance operation of the commission's toll free customer access telephone system, which includes direct access to the general public with regard to products, prices, and liquor store information. Assists with the distribution of spirits & wines-allocations, one time buys, limited offers, and power buys.

Provides direct support and back-up to the Spirits Marketing and Sales Specialist.

**MINIMUM QUALIFICATIONS:**

Education: Associate's degree from a recognized college or technical institute with major study in business management, accounting, or marketing. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years of experience in retail sales, statistics, or accounting, with responsibility for providing program information to others. Each additional year of approved work experience may be substituted for one year of required formal education.

Employees may be required to pay an agency/union fee.

In addition, applicants will be subject to a reference and criminal background check.

For further information please contact: Cathy Thornton,  
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EOE

TDD Access: Relay NH 1-800-735-2964

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