

# Senior Liquor License Administrator – Sodexo, Inc.

To apply please use this link: <https://external-careers-sodexo.icims.com/jobs/63509/senior-liquor-license-administrator/job>

**System ID** 63509

**Location** US-MD-GAITHERSBURG

**Relocation** No

**Category** Legal

**Type** Full-Time

## More information about this job

### Unit Description

**Position Summary:**

Consult to business lines with reference to liquor licensing and operational compliance. Educate and train field personnel on storage, service and sales regulations for alcoholic beverages. Design, monitor and coordinate unit audit process concerning alcohol sales and service. Design, update and manage alcohol safety training programs for Sodexo. Periodically visit units and monitor alcohol operations and compliance with applicable laws.

Supervise and manage all aspects of obtaining, maintaining and disposing of alcohol beverage licenses. This includes acting as primary representative for Sodexo to state and local agencies, interacting with attorneys and consultants, and serving as the primary point of contact for the Sodexo operation or business development teams.

Collaborate with state and local regulatory agencies and law firms to ensure that all licensed locations remain compliant with applicable laws and Sodexo continues to be viewed as a great corporate citizen.

Work with various departments within Sodexo, representatives from Sodexo's customers, and all levels of Sodexo (unit managers through senior executives) to accomplish the goals and tasks.

Serve as the alcohol industry liaison for company.

Interact with and be responsive to issues and concerns raised by the Sodexo teams, Sodexo customers, or regulatory agencies.

Provide training on responsible alcohol service standards and policies to ensure quality service to our clients and minimize liability to the company.

Implement policies and procedures to ensure compliance with applicable alcohol laws.

Partner with company vice-presidents, district managers and unit managers to ensure quality and responsible alcohol service to all clients.

Monitor monthly invoices submitted by law firms and consultants to ensure accuracy and manage expenses.

Possess excellent writing, organizational and communication skills.

Effectively manage multiple projects, prioritize daily and long term tasks to ensure that crucial deadlines are met.

Ability to work independently and as part of a team

Excellent interpersonal skills and the ability to build positive working relationship with various Sodexo departments, regulatory agencies, and external resources.

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Consult to business lines with reference to liquor licensing and operational compliance. Educate and train field personnel on storage, service and sales regulations for alcoholic beverages.

### **Qualifications & Requirements**

Basic Education Requirement - High School diploma or GED

Basic Functional Experience - 2 years of experience in business environment or with a government agency

Sodexo is an EEO/AA/Minority/Female/Disability/Veteran employer.