

JOB POSTING

Job Title: VC Associate -
Reports To: Supervisor, VC
Department: Retail
Classification: Non-exempt- Part -Time
Job Posting:

Part-time position – eligible for company 401K, Basic Profit Sharing, Bonus, and product discounts!

Key Responsibilities: The primary functions of this position are promoting the sale of wine and giftware, enhancing our Company image and providing excellent customer service and wine education to the consumer. The VC Associate will assist with Wine Club processing, shipment, events, and maintenance of database.

Key Responsibilities:

- Assist with consumer and VIP events.
- Promote Wine Club development by adding members and providing the Wine Club Manager any information needed.
- Provide customer service to all Visitor Center guests by pouring wine at tasting bar, fulfilling customer orders, operating cash register, and educating customers
- Stock, organize, and clean the Visitor Center displays of wine and giftware.
- Represent the company image and brand in a positive and professional manner
- Process wine and supply orders, receiving, stocking and merchandising.
- Receive new items to include unpacking, checking shipment, contacting vendor with issues and maintaining database.
- Keep updated files of invoices, receiving and process efficiently.

Qualifications/Skills:

- High School diploma or GED required.
- Minimum of 1 to 2 years experience in a winery tasting room.
- Retail sales experience and use of a computerized database system.
- Cash register and basic computer skills required.
- Must be available to work a flexible schedule evenings and weekends are required.
- Must have strong organizational skills and the ability to communicate effectively.
- Must have excellent phone skills.
- Must be highly motivated, results and deadline oriented.
- Excellent communication skills required (both verbal and written).
- Must be 21 years of age.

Physical Requirements / Other:

- Occasional lifting of up to 40lbs., regular walking, sitting, bending, twisting, standing and reaching.
- Ability to perform consistent work on a cash register.
- Ability to work in a standing position for up to 8 hours in a day.

If interested in applying for this position, please email cover letter and resume to NWStaffing@cwine.com.