



Employer : The Wine Emporium, Inc.
Title : Tasting Room, Wine Shop & Art Gallery Staff - **Internship or Job Opportunity**
Description : Run the Tasting Room, Wine Shop & Art Gallery
Introduce yourself and the shop to customers
Learn about customers & their preferences & match to product & service range
Learn about our product range
Pour/Sell Tastings
Sell wine, glassware and accessories
Prepare food items from our seasonal small plates menu
Answer telephone and field calls using professional telephone etiquette
Follow shop opening and closing procedures and to do list
Keep shop and work areas clean well-organized and attractive
Update website inventory and information
Produce email sales offers and other sales & marketing materials
Handle inbound sales calls & make outbound sales calls
Process sales orders
Work special events including art openings and wine and food events
Work on inventory tasks including:
Receive merchandise into stock
Stock shelves and fridges
Physical inventory
Pack boxes to complete orders for shipping

City : Sebastopol

Position Type : Full Time, Part Time: off-campus, Internship

Desired Major(s) : All Majors

Desired Class: Junior (60-89 units completed)

Salary Level : \$12 plus 5% commission

Job Function : Admin Asst, Consulting, Customer Service, Hospitality/Travel, Marketing/Sales

Desired Start Date : August 7, 2010

Approx Hours: 20/week

Qualifications : Must be 21 years of age or older and able to lift 40 lbs.
Must be able to work a complete shift. Shifts are from 11:00 am to 6:30 pm. Shifts are available for all seven days of the week.
The successful candidate will demonstrate excellent customer service skills in dealing with the public, possess a natural aptitude and willingness to learn more about wine sales, marketing, and history. Additionally, the successful candidate must demonstrate dependability in following through on their commitments to their work schedule and complete their tasks and special projects on time.

Please send resume and cover letter to: info@the-wine-emporium.com

James Haug - The Wine Emporium, Inc.
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