

The Wine Emporium, Sebastopol

Part-Time Job

Run the Tasting Room, Wine Shop & Art Gallery - Introduce yourself and the shop to customers - Learn about customers and their preferences and match to product range - Learn about our product range - Pour/Sell Tastings -Sell wine and accessories -Prepare food items from our seasonal small plates menu Answer telephone and field calls 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 and 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

POSITION TYPE

Part Time: off-campus, Internship

DESIRED CLASS LEVEL(S)

Junior (60-89 units completed)

SALARY LEVEL

\$12 plus 5% commission

JOB FUNCTION

Administrative Assistance, Consulting, Customer Service, Hospitality/Travel, Marketing/Sales

QUALIFICATIONS

Must be 21 years of age or older and able to lift 40 lbs. Excellent oral and written presentation skills.

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.

CONTACT INFORMATION

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