

RETAIL ADMINISTRATION ASSISTANT

Korbel Winery is looking for an organized, quick learner to support and back-up the Retail Administration Business Analyst. The Retail Department consists of Korbel, Kenwood, Valley of the Moon/Lake Sonoma Tasting Rooms, the Korbel Delicatessen, Wine Clubs, and Internet Webstores. We are looking for a dynamic, flexible person to work 3 days per week, 6 hours a day.

Individual will be responsible for: Retail Direct Shipping out-of-state tax reporting, licensing and retail compliance. Position requires excellent computer skills (Excel, Word, and Outlook) and working knowledge of the Internet. In addition, individual must have ability to learn various systems including ShipCompliant and Retail Management System.

AA/Bachelor's degree or equivalent related experience in the wine industry desired. Accounting or Finance background highly desired. May be required to attend classes and seminars pertinent to the Wine Industry.

This is a part-time position and does not provide benefits other than 401k and holiday pay. Compensation DOE. If interested in applying, email resume, cover letter including salary requirements to HR@korbel.com, fax to (707) 824-7381 or complete an application at 13250 River Road, Guerneville, CA 95446 M-F 8-4:30