

## The Michael Mondavi Family Wines / Medusa & Spellbound Wines

### **Assistant to the General Manager / Intern**

The ideal candidate will be experienced in handling a wide range of basic administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a small wine company office with diverse programs.

The ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. High level written and verbal communication skills, Microsoft Office fluent and an interest in the business aspect of the wine industry is required.

#### **MUST HAVE:**

- Basic understanding of supply chain relationships and timeline specific to wine production.
- Excellent calendar management skills and the ability to multi-task
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
- Passion for wine and the interest to learn about the business aspects of wine.

#### **STRONGLY PREFER:**

- Some winery production work experience
- College level business course background
- An interest in wine marketing programs

Duration: TBD / Part-time to start

Location: Animo / Medusa & Spellbound winery office – Napa, CA (Carneros)

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The Intern will:

- Be responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants to coordinate a variety of complex executive meetings
- Occasionally answer phones and direct all incoming calls to appropriate party promptly and efficiently
- Handle some electronic communication and manage data projects as well as website updates
- Participate in periodic wine tastings, blending sessions and manage samples
- Assist in development of bottling projects, marketing discussions and special events.
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Help to coordinate some market travel for General Manager and partners, very limited.

If interested, please contact Geoff Whitman at [geoff@bymichaelmondavi.com](mailto:geoff@bymichaelmondavi.com) or 707|256.2746