



JOB DESCRIPTION

Job Title:	Seasonal Administrative/Lab Assistant
Department:	Administration
Report to:	Winemaker
Classification:	Non-Exempt
Working Hours/Shift:	Varies, Overtime and weekends as needed
Work Location:	Sanger, CA
Date Analyzed:	8/17/2020

COMPANY DESCRIPTION

At The Wine Group we are passionate about our people, our future and our wine. We are America's second largest wine producer by volume with over 1,200 employees globally across 12 locations in California, New York and Australia. We are proud to be responsible for many of America's most beloved wine brands, including Cupcake, Franzia, Chloe, Concannon, Benziger, Imagery, AVA Grace, 7 Deadly and more. We are dedicated to our culture built on values like entrepreneurialism, innovation, social responsibility and stewardship. To learn about us and our career opportunities, check us out at www.thewinegroup.com and then come join the exciting journey at The Wine Group.

JOB SUMMARY

This position performs a wide variety of administrative and lab functions for the plant. It will provide cross coverage for other functions for the Administrative Supervisor and the Lab Technician. This is a seasonal position for the harvest season, appx. July/August – Oct/Nov.

ESSENTIAL FUNCTIONS AND REQUIREMENTS

- Reception duties such as, answering telephone and directing calls and visitors
 - Photocopying, faxing, filing of documents
 - Assist with daily harvest tag checks
 - Verify all crush paperwork is accounted for and filled out correctly
 - Create sample labels as required
 - Executes data collection, analysis and accurately report analysis and flag possible issues
 - Collects samples from tanks in cellar.
 - Participate in lab housekeeping and cleaning tasks.
 - Assist in relieving the sugar stand employees during lunches and breaks.
 - Provide support to other departments and outside vendors as needed
 - This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.
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QUALIFICATIONS

- High School Diploma or equivalent
- Excellent communication skills, both written & verbal
- Demonstrated ability to multi-task and provide follow-up

- Familiarity with wine movement and terminology preferred
 - Previous winery experience desired but we will do on-the-job training
 - Ability to work with minimal supervision
 - Ability to understand departmental operations and procedures
 - Ability to contribute to positive work atmosphere by communicating with clients, customers, colleagues, and management
 - Detail oriented
 - Proficient in Microsoft Excel, Access, Word and PowerPoint
 - Support and model all company procedures and policies
 - Must embrace and demonstrate The Wine Group Core Values - Performance, Empowered and Cost-mindful, and keep them in mind when making all decisions
 - Demonstrated reliability and punctuality, work effectively in team/crew environment, adherence to all safety regulations and operating procedures
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PHYSICAL REQUIREMENTS

- Must be able to frequently lift and carry weights of up to 50 pounds at varying frequencies
 - Working environment is both indoors and outdoors, with exposure to related equipment and noise levels
 - Ability to perform tasks requiring bending, stooping, standing, and twisting in a production environment
 - Required to climb or balance; stoop, kneel, crouch, or crawl.
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