

Mi Sueño

W I N E R Y

Mi Sueño Winery is a family-owned winery, founded in 1997 by Rolando and Lorena Herrera, located in South Napa. Rolando and Lorena built their dream winery with love, passion, and a deep understanding of the art and science of growing exceptional grapes and crafting award winning wines rich in character and elegance. We are a small and dynamic team looking for a new addition to our team as an Office Manager.

Position Summary

We currently have an opening for a **Office Manager** to help run our office. We are a small but fun group and want to add to our team. The Office Manager provides a wide range of support in numerous areas in our winery with a heavy focus on front desk office responsibilities.

Key Responsibilities:

- Greet visitors to the winery and receive them warmly and professionally
- Answer telephone calls and assist callers with coordinating tastings appointments using Tock
- Manage UPS/Fed Ex inbound and outbound shipments for both office and tasting room. Tasks to include boxing, shipping, receiving, and creating labels and tracking shipment to end destination.
- Order office supplies. Make sure all areas are well stocked.
- Work with Tasting Room Staff to help set-up and break down for club events, tastings, meetings, etc. Includes washing and polishing stemware and re-stocking inventory
- Assist Accounting in sales order entry, Accounts Payable and other projects as needed
- Adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays, or unexpected events.
- Help to maintain a clean and attractive office and tasting room

Qualifications:

- Physical - Ability to lift 50 pounds.
- Winery experience a plus
- 2 years' experience in office setting preferred
- Must be proficient in all Microsoft Office programs, strong Excel skills a major plus
- Ability to multi-task and prioritize in a fast-paced environment
- Organized and excellent follow-through a must; detail-oriented and deadline driven
- Proactive, self-motivated, takes initiative and ability to work with little supervision
- Team player with a positive attitude; flexible to adapt to changing needs/priorities

Compensation and Benefits

-Full Time

-Competitive compensation depending on experience, profit sharing, 401(k) and medical, dental and vision insurance benefits , paid sick and vacation time

Send Resumes to HR@misuenowinery.com