



## **ASSISTANT TASTING ROOM MANAGER**

Robert Biale Vineyards is the leader in producing heritage vine Zinfandel and Petite Sirah in Napa Valley. We seek a new team member to join our family as the Assistant Tasting Room Manager.

*We are a team that believes in win or learn, not win or lose.*

*We believe in treating our co-workers as we treat our visitors, with the utmost respect and care.*

*We believe in standing out, not standing around.*

*We believe in working hard, working smart, and working together.*

*Are you looking to work within an outstanding team to make a positive impact in the wine industry?*

This position is an exciting opportunity for a hospitality leader to further hone their skills and become part of our sales and hospitality team. We are searching for someone who will fit like a glove with our energetic and self-motivated hospitality staff. The right candidate is a wine enthusiast with strong customer service and sales skills, who is also cheerful and cooperative. This position is for an individual who is eager to provide excellent hospitality and share our history and the heritage of our wines and vines with locals, visitors, consumers and trade alike.

### **ESSENTIAL JOB FUNCTIONS**

The Assistant Manager will report to the Retail Sales Manager while working closely with the Wine Club and Marketing team to develop and implement plans to drive revenue. Play a key part in helping us to continue to grow our premium wine brand. Consistently deliver exceptional guest services, drive retail sales, and grow our loyal wine club. Maintain staff scheduling, assist with wine education, and keep inventory on wine and merchandise. Be accountable for Tasting Room personnel activities and performance. Provide leadership in all aspects to drive sales and guest hospitality. Inspire and motivate others in a positive, genuine team atmosphere. Act as a role model to ensure all tasting room staff behave as brand ambassadors and demonstrate outstanding guest services. 70% of your time will be spent interacting with staff and guests. Work with supervisor to conduct weekly sales meetings to

discuss sales goals and performance, plan accordingly to meet monthly goals, operations, company and policy changes, and sales/operational training. Train, supervise, and evaluate Tasting Room staff. Provide daily coaching as needed to improve and develop individual and group sales performance.

#### JOB REQUIREMENTS/QUALIFICATIONS:

- You must possess strong sales, leadership and management skills
- Minimum two years of wine industry sales, management, event experience
- Professional demeanor
- Bachelor's degree or equivalent experience
- College level managerial courses with emphasis on sales and marketing
- One to two years experience managing retail operations at the store level
- Proven history of consistently increasing sales year over year
- Outstanding team builder, motivator, and mentor
- Knowledge of wines and wine production
- Excellent oral and written communication skills
- Detail oriented with ability to consistently produce accurate results
- Proficiency in Microsoft Office including Word, Excel and Power Point
- Knowledge of E-Cellar POS system a plus
- Experience with event planning and managing.
- Able to lift 50 pounds

Competitive compensation, commission and benefits package await the successful candidate. Robert Biale Vineyards is an Equal Opportunity Employer.