

# COOPER-GARROD

## *Estate Vineyards*

22645 Garrod Road  
Saratoga, CA 95070  
Tel: 408.867.7116  
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www.cgv.com

### **Assistant Tasting Room Manager**

#### **Duties:**

Weekday Tasting Room Associate, including weekday open/close, neat and tidy tasting room, maintain wine and merchandise stock levels, prepare FedEx/UPS shipments, support broker orders and donation requests, and other ad hoc requests

Wine Club Coordinator, prepare wine club shipments, including release letter & recipe card, credit card charges/follow-up, actual shipment, monthly out-of-state tax reports (ShipCompliant.com), club events, and shipment returns

Maintain and update VinNOW customer database, including transfer info from website queries, e.g. iOrders, questions, donations, updates, and NCOA updates

Maintain VinNOW product and inventory information

Maintain website calendar and product info, both at cgv.com and other websites

Perform other tasks as needed

#### **To do this, the successful applicant will:**

be hospitable, personable & polite

be reliable & responsible

have a neat appearance

be computer savvy, with additional, specialized training provided in VinNOW (POS/wine club), Publisher, SharePoint, and several on-line programs

communicate effectively in written English

be able to lift 50 pounds

learn to drive a forklift