

The Grape Tray

Job title: Retail Wine Advisor

Summary of position:

We take great pride in providing the best wine buying experience for our customers.

We are looking for an individual who is highly motivated, capable of completing a variety of tasks and be a self-starter.

Applicant must be able to develop accurate Microsoft Excel spreadsheets and create meaningful Microsoft Word documents. The applicant must be a detailed oriented person and capable of following directions. They will be responsible for phone orders, inventory rotation, shipping packages, inventory audits, maintaining cleanliness of storefront and greeting customers.

Qualifications:

- Possess strong personal characteristics of integrity and trustworthiness
- Excellent interpersonal skills
- Excellent computer (including MS Word and Excel) and mathematical skills
- Responsible, organized and disciplined with a strong work ethic