



## THE WINE GROUP

### JOB 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](http://www.thewinegroup.com) and then come join the exciting journey at The Wine Group.

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### JOB SUMMARY

Under the direction of the Plant Manager, the Operations Intern will be responsible for working on various efficiency improvement projects at the Ripon, CA location. Additional responsibilities to include compiling production reports, generates various productivity reports, and other assigned projects that enhances the knowledge and understanding of processes.

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### ESSENTIAL FUNCTIONS

- Conduct studies, evaluate and review of production line
- Analyze and make recommendation of process or technical improvements
- Overall administrative support to operations
- Evaluating and make recommendations to decrease waste
- Oversees key projects, processes and performance reports
- Aptitude for hands-on work coupled with strong analytical skills
- Participates in team meetings and works cross-functionally to improve processes within the organization
- Oversees and handles projects that have short to long term focus
- Prepares, maintains and assures adherence to budgets and schedules for all capital projects
- Create, review, and revise SOPs using feedback from employees and management
- Put together training materials as directed by supervisors and management
- Communicates to production teams and leadership on not meeting targeted goals
- Monitor spending for the department and ensure we are being cost-effective
- Conduct root cause analysis on "hold" product
- 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

- Enrolled in an undergraduate program in Engineering, Business, or Sciences
- Must currently be enrolled in a 4-year university - Junior Level in coursework or above desired
- Must be able to commit to a minimum of 10 weeks of full-time paid work
- Must be highly proficient in Microsoft Office, the Internet and computer aptitude
- Ability to learn quickly and comprehend information from multiple sources
- Excels at creative problem solving
- Excellent communication skills, both written and verbal
- Strong attention to detail and the ability to determine the root cause of the problem
- Excellent organizational and interpersonal skills with attention to detail

- Prioritize while able to adapt to changing priorities
- Ability to work independently within set guidelines
- Demonstrated reliability and punctuality, work effectively in team/crew environment, adherence to all safety regulations and operating procedures.

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### PHYSICAL DEMANDS

- Position will be exposed to indoor and outdoor environments with varying noise levels
- Ability to perform tasks requiring walking, standing, bending, stooping, and twisting in a production environment
- Working environment has exposure to related warehouse equipment and associated noise levels
- Ability to lift up to 50 lbs.

*At The Wine Group, we are proud to be an equal opportunity employer and we are committed to an environment of mutual respect, diversity and inclusion. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, genetic information, national origin, disability, protected veteran status or other characteristic protected by law.*