

EXECUTIVE ASSISTANT

GENERAL

- Work location: 1200 Priska Drive, Paso Robles, CA
- Full-time, exempt position
- Available to work occasionally on weekends and evenings for special events
- The Executive Assistant reports to the President

JOB DESCRIPTION

1. EXECUTIVE SUPPORT

- Completing a broad range of administrative tasks for the President including composing, preparing, formatting and editing of correspondence, minutes, documents, and reports
- Transcribing letters, e-mails and reports from dictation with Dragon software program and/or transcription pedals
- Facilitating communication between the President and department managers, coordinating projects with legal counsel
- Preparing and maintaining of itineraries and agendas
- Managing a variety of special projects, mostly related to real estate or agricultural activities
- Working in task-oriented teams to efficiently complete special projects and reach owner's goals in a timely manner

2. DATA MANAGEMENT & REPORTING

- Coordinating and preparing of monthly reports for owners and managers
- Coordinating, assembling and proofing annual budgets, quarterly progress and year-end reports for the entire VR-Group in cooperation with Director of Finance and the President
- Maintaining and updating of corporate books including annual minutes
- Monitoring of relevant benchmark projects
- Analyzing data and creating special reports or graphs. Proficiency in Excel is a must with knowledge of formulas, linked spreadsheets, pivot tables, charts, etc.

3. CUSTOMER RELATIONS

- Coordinating VIP visits, developing visit schedules, completing hotel reservations
- Monitoring internal and external communications to ensure compliance with corporate brand standards
- Reviewing and answering of customer service issues that are addressed or escalated to the President
- Welcoming visitors and identifying the purpose of their visit before directing them accordingly

4. IT ASSISTANCE

- Providing basic computer and phone support
- Supporting the coordinated creation and maintenance of templates

GENERAL REQUIREMENTS

- Business degree is mandatory
- At least five years' experience in supporting leadership or similar role
- Excellent computer knowledge, deep familiarity and hands-on experience with Microsoft Office suite, especially Excel; Adobe Acrobat, experience with graphic design programs a plus
- Superior verbal and written communication skills
- Professional, dependable, friendly and someone who takes pride in their work and accepts full responsibility and accountability
- Ability to work independently and as a team player; managing one's own time and prioritizing responsibilities'
- Ability to foresee problems and take action with a hands-on approach and can-do attitude
- Ability to maintain workflow under pressure in a fast-paced and changing environment
- Ability to prioritize, work expeditiously and proactively, and timely follow-through on projects and deadlines
- Excellent organizational and time management skills with meticulous attention to detail
- Ability to lift 50 lb. boxes
- Experience in wine business, viticultural management or other agricultural field is a plus

Please send resume to:

Vina Robles Vineyards & Winery
Attn. Human Resources
1200 Priska Drive
Paso Robles, CA 93447

**or by e-mail in PDF format only to:
please no phone calls**

jobs@vinarobles.com

ABOUT VINA ROBLES

Growers and makers of expressive, approachable estate wines from Paso Robles, California, Vina Robles owns and farms six estate SIP® Certified Sustainable vineyards in five sub-districts in the region. First class hospitality service is offered by way of unique, memorable experiences with wine, food and music at their core. The vineyards & winery are owned and managed by two Swiss families who have been farming winegrapes in Paso Robles for more than 20 years.

Known primarily for their Cabernet Sauvignon and Petite Sirah, the Vina Robles lineup includes small lots of a wide range of varieties and creative blends. While adhering to traditional winemaking methods, veteran winemaker Kevin Willenborg implements modern technologies to make his estate wines with minimal intervention.
