

FRIND

ESTATE WINERY



About Frind Estate Winery:

Established in 2017 with the purchase of the historic Bennett property in West Kelowna, Frind Estate Winery blends agriculture with technological opportunity. Markus Frind's family has a farming history spanning 500 years, both in Germany and northern BC. After the successful sale of plentyoffish.com, Markus is focusing his efforts on pairing technology with agriculture to produce terroir-driven British Columbia wines of exceptional quality.

We are growing our team and are looking for a **RESERVATION AGENT**, based in West Kelowna, to join the Frind Team. If you have the following experience, please submit your resume today!

Duties and Responsibilities:

- Support with administrative tasks as required.
- Answering phone calls and TOCK reservations.
- Preparation of presentations, documentation, ordering office supplies and booking meetings.
- Additional support duties as required.

Skills and Requirements

- 1 to 2 years of demonstrated Administrative Assistant experience would be considered an asset.
- Google drive management skills.
- Highly motivated self-starter with strong interpersonal, communication and organizational skills and a quick learner with strong attention to detail.
- Intermediate proficiency in Microsoft Office including Excel.
- Results-driven, self-motivated, and able to work well as part of a team.
- Highly organized, accurate and have great attention to detail in all communications.
- Fluent in English.

Hours of Work:

Days, Evenings & Weekends

Please submit your resume to careers@frindwinery.com.

... Work at the #1 Winery in the Okanagan Valley. We are so excited for you to join the Frind Winery Team in beautiful West Kelowna!

Job Posting #: 2022-24