



3361 Glencoe Road
West Kelowna, BC V4T 1M1
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Kalala Organic Estate Winery is a producer of wines made with 100% certified organic grapes, located on the upper bench of West Kelowna in the Okanagan Valley of British Columbia, Canada. We have been producing wine from top-quality grapes hand-picked from certified organic vineyards across the Okanagan Valley since 2006, officially opening our doors to the public in 2008. Since then our wines have impressed critics both nationally and internationally.

As a **Wine Shop and Office Assistant** you will gain experience in both guest-facing service and standard office tasks. This is a role that is unique and varied and requires someone who is motivated, outgoing, and eager to learn about the wine industry.

Duties:

- Opening/closing wine shop
 - Includes counting cash and reconciling any differences
- Pouring wines for customers and tour groups
- Re-stocking shelves and keeping bar clean
- Completing in-house orders
 - Recording invoices, printing shipping labels, and packaging wine

Skills and Requirements:

- Must be 19 years or older
- Serving It Right Certificate required
 - Can apply for this after being hired
- Customer service orientated
- Ability to lift and carry 40lbs
- Must wear a mask and follow safety and sanitation procedures (COVID guidelines)
- Ability to perform basic mathematical calculations; basic reading, listening and speaking skills
- Ability to work flexible shifts and schedules, inclusive of weekends and holidays

Job Type:

- Part-time
 - 24 - 30 hours per week

Wage:

- Wage: \$15.20+/hour (depending upon education & experience)

How to Apply:

- Please email your CV and Resume to jessica@kalala.ca

IN THE PURSUIT OF HARMONY
