

Job Title:	Receptionist	Job Category:	Hourly
Department/Group:	Hospitality	Location:	Oliver
Position Type:	Seasonal	Wage:	

Job Overview

Reporting to the Tasting Room Manager, the Receptionist’s key responsibilities include coordinating front-desk activities, greeting guests, and vendors.

Job Responsibilities

- Receptionist Duties:**
- Answer the phone in a timely manner and direct calls to the appropriate department or employee
 - Provide knowledge to guests on winery experiences, wine club, and available wine for sale
 - Make reservations for the Tasting Room through the online reservation system for guests who call into the winery
 - Provide support for the Concierge when required
 - Receiving and sorting daily mail
 - Receiving small deliveries for the winery
 - Coordinate experience and dining bookings and payments using the reservation system
 - Make restaurant reservations and assist in special event bookings
 - Assistant Hospitality team with administrative tasks such as menu printing, supply ordering, and guest follow - up
 - Embrace and demonstrate PCE’s Core Values of Care, Authenticity, Refinement, and Excellence
 - Other duties as assigned

Job Qualifications

- Strong written and interpersonal communication skills
- Attention to detail
- Minimum of 2 years experience as an Administrative Assistant
- Proficiency in Microsoft Office Programs
- Initiative and problem-solving abilities
- Excellent time management skills and the ability to prioritize
- This position may require working a flexible schedule
- Strong organizational skills and the ability to multi-task
- Wine experience a plus