

BRAVE & MAIDEN

E S T A T E

Job Title: Administrative Assistant
Reports to: General Manager
FLSA Status: Full time/Regular/Exempt

About the Position

Brave & Maiden Estate (BME) has a simple mission: to craft extraordinary wines and share them with unforgettable hospitality. And we are committed to building a team to make that vision a reality.

We are seeking a highly organized and motivated individual to join our team as an Administrative Assistant (AA). The AA will provide comprehensive administrative support and assistance to ensure the smooth operation of our winery's day-to-day activities. This role requires strong interpersonal skills, excellent organizational abilities, and a passion for hospitality.

ESSENTIAL FUNCTIONS

- **Administrative Support:** Provide administrative assistance to the entire BME team.
- **Office Management:** Oversee the day-to-day operations of the office, ensuring a well-functioning and efficient work environment, including, but not limited to, managing phone calls, emails and calendars, scheduling meetings and tasting appointments.
- **Shipping:** AA will assist in packing and processing wine shipments and delivering inventory to fulfillment warehouses when necessary.
- **Customer Relations:** Provide exceptional customer service by responding to inquiries, addressing customer concerns, and maintaining positive relationships with clients, Members, and guests.
- **Inventory Management:** Assist in managing inventory levels of wine and other supplies for the team, ensuring appropriate stock levels and coordinating with management their needs.
- **Facilities Management:** ensure estate facilities are kept in exceptional condition by coordinating repairs and recurring maintenance by staff and vendors.
- **Other duties as assigned.** We are a small team and everyone helps support each other.

About You

- **Spirit of Hospitality:** You genuinely enjoy providing excellent guest experiences, no matter what platform you use to communicate.
- **Exceptional organizational skills** with the ability to multitask in a fast-paced work environment. You adjust quickly to changing priorities, and with a positive can-do attitude. You address challenges as they arise efficiently.
- You take initiative by being proactive, self-motivated, and eager to contribute beyond your assigned tasks.
- **Wine Knowledge,** although not necessary, a genuine passion for wine is a plus!

BRAVE & MAIDEN

E S T A T E

Requirements

- Prior experience in administrative or executive support roles is highly desirable, preferably within the wine or hospitality industry
- Communication Skills: Excellent verbal and written communication skills, with the ability to effectively interact with individuals at all levels
- Ability to work independently with minimal direct supervision
- Proficient computer skills including Gmail, Google Workspace including spreadsheets
- Ability to work on an occasional weekend
- At least 21 years of age and hold a valid driver's license

Physical Requirements

Following are a few physical requirements that must be met by an employee to successfully perform the essential functions and key responsibilities of this position.

- The ability to work in a constant state of alertness and in a safe manner at all times
- Frequent operation of computer and other office equipment
- The ability to stand for long periods of time, but also sit at a workstation, walk, climb stairs, bend, lift, twist, pull, push, carry, grasp, reach and stoop as needed, and lift and carry up to 50 pounds

How to Apply

Email cover letter and resume to work@braveandmaiden.com.