



## **Job Description (Permanent, Part Time)**

**POSITION:** Vineyard Office Assistant (Part time)

**DIVISION:** Aquilini Vineyards

**REPORTS TO:** Vineyard Manager

**LOCATION:** Benton City, Washington

### **SUMMARY:**

The Part-Time Vineyard Office Assistant plays a crucial role in providing comprehensive support for our vineyards team. This position requires a proactive individual who thrives in a dynamic work environment. The assistant is dedicated to assisting the team in achieving optimal results. Key requirements include outstanding organizational skills, adept prioritization, and excellent verbal and written communication abilities. This is a part-time position with flexible hours, requiring a commitment of 25-35 hours per week.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(other duties will be assigned, as required)

- Administer the entire onboarding process for new hires, including the completion of HR documentation such as the I9/W4 forms, emergency contact information, and direct deposit forms. Facilitate New Hire Orientation/Training and ensure the proper filing of these documents into on-site employee files, while also scanning and emailing the I9/W4 forms to the payroll department.
- Receive payroll checks and prepare them for distribution to Managers, Foremen, and directly to employees.
- Complete bi-weekly payroll processing, including entering hours, categorizing data in the payroll spreadsheet, and using the payroll program. Ensure that the payroll is reviewed and approved by the Vineyard Manager and COO.
- Post spray activities and accurately record chemical applications to comply with Washington State laws.
- Attend monthly LNI safety meetings and report updates to vineyards team.
- Create and implement standard operating procedures (SOPs) for the office and other areas of the vineyard, ensuring consistent processes and best practices.
- Generate Weight Tags and Bin Labels for harvested fruit. Scan Weight Tags and email them to the appropriate list of recipients.
- Track purchases on the Purchase Order (PO) spreadsheet and assign PO numbers to Managers and Foremen making purchases. Communicate POs to vendors as necessary. Work with ABG accounting on invoice payments, questions, etc.
- Facilitate communication during harvest regarding weight tags with ABG finance team.
- Schedule and effectively manage team meetings, ensuring smooth coordination and communication.
- Collaborate with both new and existing vendors to obtain competitive quotes for materials and services, ensuring cost-effective procurement practices.
- Handle confidential information with sensitivity and discretion.

### **REQUIRED EXPERIENCE AND QUALIFICATIONS:**

- 3 – 5 years of office administration experience
- Ability to converse in Spanish is an asset
- Committed to delivering quality work and outputs
- Takes initiative and seeks continuous improvement
- Proficiency with MS Office (Outlook, Word, Excel, PowerPoint) and internet research functions
- Ability to pick up new processes quickly
- Ability to properly assess tone of sensitive situations and behave professionally
- Effective at prioritizing and excellent time management skills