



Mission:

We create **memorable experiences** that exceed expectations and **inspire each guest** to return and celebrate.

Values:

Advancement, Honesty, Excellence, Accountability, and Detail.

Position Title: Office Manager

Reports to: Vice President

Essential Functions:

- Support and assist Vice President and all department leaders with administrative tasks
- Maintain Standard Operating Procedures for all departments
- Oversee CLC business office operations

Responsibilities/Tasks:

Supports Leadership Team:

- Reviews and updates filing systems for all departments. Assists the departments with filing.
- Formulates and manages procedures for the systematic retention, protection, retrieval, transfer and disposal of records.
- Drafts, reviews and sends correspondence on behalf of Department Leaders.
- Exercises discretion and good judgment regularly in supporting Leadership Team.
- Prepares activity reports for the guidance of management.
- Assists on special projects as outlined by the President of the Company.
- Collaborate with marketing and public relations firms.
- Collates resumes or applications. Makes initial contact to candidates.
- Researches competitors' pricing and offerings.

Assists with Operations:

- Unlock/Open sales office daily
- Ensure all buildings are locked and alarms are set at the end of each day.
- Keeps Sales Office space tidy and 'bride-ready' at all times. Keep water & Coffee stocked.
- Checks mail box daily and distributes accordingly
- Manages lost and found items
- Manages and responds to all donation requests.
- Keeps training manuals current per manager's request.
- Take/Organize Reservations for Dinner, Brunch, Special Events, Fire Pits and Picnic Tables.
- Creates and posts weekend JumpStart and Shiftcard on Friday mornings to Communication Boards.

- Main point of contact for all deliveries and ensures all deliveries are put away in a timely manner.
- Assists and tracks inventory and orders all linens.
- Manages our weekly cleaning company and ensures they are completing all cleaning needs.
- Assists with the ordering of office supplies and must stay within yearly budget.
- Supports CLC Management Team with special projects or tasks as needed.
- Reviews and updates Standard Operating Procedures. Drafts new procedures as needed.

Oversees office business:

- Organizes office operations and procedures, such as typing, booking, monitoring flow of correspondence, filing, requisitioning supplies and performing other clerical services.
- Answers and manages incoming calls in a professional manner.
- Prepares and coordinates meetings, presentations and seminars.
- Attends weekly Leadership meetings.
- Sets all phone systems properly and keeps them current.
- Establishes uniform correspondence procedures and style practices.

Strengthens culture:

- Assists Leadership Team in enforcing all Company policies and procedures.
- Identifies violations of policies and procedures and addresses same in consultation with Vice President.
- Maintains confidentiality of all proprietary Company information.
- Adheres to Company Core Values and follows Company Code of Conduct.

Characteristics/Skills:

Characteristics:

- Motivated self-starter eager to be empowered.
- Exemplifies drama-free, “can do” style.
- Collaborates with diverse personalities confidently.
- Prioritizes and organizes multiple tasks simultaneously.
- Perseveres in face of challenge.
- Exercises systematic and organized approach to tasks.
- Attends to details with accuracy and focus.

Skills:

- Able to work in fast-paced, results-oriented culture.
- Excellent written and oral communication skills with proficiency in the English language.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook), data entry and management.
- Willing and able to learn Caterese. (if needed)
- Exercises good judgment, and resourcefulness in resolving questions or issues presented by associates, clients, team members or other individuals or businesses that interact with the Company.
- Ability to prepare reports, business correspondence and procedure manuals.
- Ability to present information effectively and to respond correctly to questions from managers, clients, prospects and other associates.

Working Conditions:

Hours are 9am to 5pm Tuesday through Saturday.

Work is performed in an office environment and event venues. (May assist winery operations)

Work Signature Events (4 Saturdays a year)

Must be able to comfortably walk 4 miles a day.

Able to lift 20 pounds.

Note:

This job description represents the minimum duties required to perform the position outlined in this document. The duties listed are aligned with the current business objectives of Cedar Lake Cellars, and are subject to change based on future business needs and/or requirements.

All candidates agree to complete an assessment for selection.

Cedar Lake Cellars and Investa Management are equal opportunity employer.

Send resume to Gabriella Bolm at gbolm@cedarlakecellars.com.