

**Job Title:**

Wine Tracker

**Reports To:**

Director of Compliance

**Position Summary:**

This temporary seasonal position performs all record-keeping duties as they relate to bulk wine inventory and production. Seasonal from now to October 2023.

**Essential Duties and Responsibilities:**

- Records daily wine work orders, bulk wine shipments and receiving in Microsoft Navision (NAV).
- Ensures integrity of records of bulk wine receiving/depletion.
- Audits variety, vintage and appellation percentages, records changes as necessary.
- Maintains procedural documentation relating to bulk wine record-keeping.
- Maintains accurate processing and inventory records required by the Company, state and federal agencies.
- Records all aspects of harvest from receiving of grapes to produce by fermentation, maintaining accuracy.
- Receives and confirms production counts from the bottling line and warehouse.
- Reconciles wine gallon usage and cases produced.
- Item track the BOMs in NAV to consume packaging inventory in coordination with the Cost and Buyer/Production Coordinators.
- Collaborates with other departments within the Company as necessary.
- Communicates with 3<sup>RD</sup> Party Clients and Vendors as necessary.
- Posts, completes and distributes all bottling and labeling reports in a timely manner.
- Attends the daily Production meetings.
- Performs special projects and other administrative responsibilities as needed.
  - Filing, copying, faxing and emailing.
  - Answers inquiries via telephone, fax, email, in-person.
  - Generates and distributes activity and inventory reports.
- Performs all Bulk Wine Department related duties as assigned by the Director of Compliance.
- Assists Winemaking with posting and removing additives in NAV.
- Cross-train in TTB label mandatory items.
- Cross-train in TTB label approval submissions.
- Cross-train in Bottling/Labeling Sign-off sheets.

**Qualifications:**

- High School Diploma.
- Navision experience a plus.
- Professional written and oral communication skills.
- PC proficient (Windows, Microsoft Word, Microsoft Excel).
- Compliance experience helpful
- Detail oriented and attentive

**Physical Demands:**

<b>Stand</b>		<b>Lift/Carry</b>	
<b>Walk</b>		10 lbs or Less	
<b>Sit</b>		11 – 20 lbs	
<b>Handling/Grasping (repetitive motions)</b>		21 – 50 lbs	
<b>Reaching Above Shoulder</b>		51 – 100 lbs	
<b>Reaching Outward</b>		Over 100 lbs	
<b>Climb</b>		<b>Push/Pull</b>	
<b>Crawl</b>		12 lbs or Less	
<b>Squat or Kneel</b>		13 – 25 lbs	
<b>Bend</b>		26 – 40 lbs	
<b>Working at the computer</b>		41 – 100 lbs	
<b>Driving</b>		<b>Near Vision</b> (closer than arm’s length)	
<b>Respirator Use</b>		<b>Far Vision</b> (farther than arm’s length)	
<b>Other Personal Protective Equipment Use</b>		<b>Color Vision</b>	

**Legend:**

<b>N</b> (Not Applicable)	Activity is not applicable to this occupation.
<b>R</b> (Rarely)	Occupation requires this activity several times a month (not daily)
<b>O</b> (Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5hrs/day)
<b>F</b> (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5-5.5 hrs/day)
<b>C</b> (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities. Other tasks may be assigned as needed.

**Reasonable Accommodations Statement:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.