

NOW HIRING

PART-TIME ADMINISTRATIVE ASSISTANT

Di Arie Winery



Location:

5200 Di Arie Road
Mt Aukum, CA 95656

Industry: Winery / Beverage Production

Job Type: Part-Time

Compensation: \$20 – \$25 per hour

Schedule: Flexible part-time hours

POSITION OVERVIEW

Di Arie Winery is seeking an experienced Administrative Assistant to support day-to-day office operations. This role is ideal for a detail-oriented professional who can manage multiple responsibilities efficiently in a supportive winery environment.

KEY RESPONSIBILITIES

- Process bi-monthly reports
- Upload invoices for Accounts Payable & issue weekly payments
- Create invoices for orders received and shipped
- Follow up on delinquent Accounts Receivable
- Process wine transfers & conduct monthly physical inventories
- Prepare sales reports
- Assist with government and compliance forms
- Calculate and submit state taxes for wine shipped outside California
- Answer phones and provide general office support

QUALIFICATIONS

- Previous experience as an Administrative Assistant (required)

- Strong organizational and time-management skills
- Ability to work independently
- Proficient with standard office software

HOW TO APPLY If you are an experienced Administrative Assistant looking for a part-time role in a supportive team environment, we encourage you to apply. To Apply: jobs@goldensierra.com