

## Hamel Family Wines Wine Club Internship

### ABOUT HAMEL FAMILY WINES

Hamel Family Wines (“HFW”) is a limited-production winery primarily focused on producing high quality, terroir-driven Cabernet Sauvignon blends from estate vineyards in Sonoma Valley and the Moon Mountain District.

### INTERNSHIP DESCRIPTION

This part-time internship will assist the Operations Manager in all aspects of executing the Fall 2021 wine club campaign. The internship will run from the end of September through mid-November. This internship is ideal for a motivated, self-starter interested in gaining experience as part of the operations of a boutique winery. The experience gained will be directly applicable to future professional wine business opportunities.

### KEY RESPONSIBILITIES

- Data entry;
- Communication with wine club members by phone and email;
- Printing and collating wine club materials;
- Packing wine club shipments;
- General administrative support;
- Other tasks as assigned.

### QUALIFICATIONS

- Must be at least 21 years of age;
- Excellent communication skills;
- Strong computer skills;
- Experience working with Microsoft Word and Excel;
- Ability to manage multiple projects simultaneously;
- Strong work ethic and self-starter;
- Pleasant, team-oriented attitude;
- Enthusiasm to engage in all tasks;
- Attention to detail.

### PHYSICAL REQUIREMENTS

- Ability to lift wine cases of 50 lbs;
- Regularly work on repetitive tasks;
- Frequently bend to file and maintain files.

### WORK SCHEDULE

- Up to 20 hours per week;
- Flexible days and hours Monday through Friday;
- Late September through mid-November.

### PAY RATE

- \$16.00 per hour

### APPLICATION

To apply, please send a cover letter and resume to [ashley@hamelfamilywines.com](mailto:ashley@hamelfamilywines.com) with the subject line Wine Club Internship.