



Job Title: Business Operations Coordinator
Department: General & Administrative
Reports To: Chief Financial Officer
FLSA Status: Exempt
Prepared Date: December 2021

Summary

Founded in 1944, Sonoma County Vintners represents more than 260 wineries and affiliated businesses throughout the Sonoma County. The Business Operations Coordinator plays a key role in the on-going operation of Sonoma County Vintners (SCV) and Sonoma County Vintners Foundation (SCVF).

This role will report directly to the Chief Financial Officer.

Essential Duties: Essential duties will include but not be limited to:

General & Administrative(G&A) – 40%

- Serve as the main contact for general information.
- Answer phone/in-person inquiries and provide guidance/direction.
- Manage mailroom (receipt and notification of mail), receive shipments and drop-off out-going mail.
- Coordinate meetings and communication with the Board of Directors and other committee meetings including scheduling, distributing meeting materials, and taking minutes.
- Oversee volunteer and internship programs.
- Assist with SCV and SCVF event support.
- Manage executive team's calendar, travel and expense submissions.
- Perform additional duties, as needed.

Vendor Management & Procurement – 40%

- Manage vendor setup, communications, and vendor database maintenance.
- Assist with contract negotiation and contract database management.
- Manage current office supply and inventory needs and provide supply and inventory projections.

Finance, IT & Compliance – 20%

- Submit G&A, Finance and IT invoices.
- Provide monthly forecasts for IT, inventory, and supplies.
- Work with our IT vendor to identify team needs.
- Partner with team to ensure adherence to business policies and assist with communicating updates and/or implementation timelines.
- Assist with fixed asset management and verification.

Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Required Skills

- Excellent communication skills with ability to communicate at all levels and across various functions (both internal and external).
- Strong organizational skills with the ability to prioritize and pivot.
- Advanced proficiency in Excel.
- Proficient in Word, PowerPoint, and SharePoint.
- Demonstrated abilities in confidentiality, initiative, judgment, and discretion.
- Ability to work and thrive in a multi-tasked, fast paced environment.
- Detail oriented with high level of accuracy.

Other Desired Skills, Abilities and Attributes

- Working knowledge of the wine industry.
- The ability to lift and carry 40lbs.
- Ability to travel out of state and internationally.
- Valid driver's license.

Supervisory Responsibilities

This position has no direct reports.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires sitting, talking on the phone and keyboard documentation.
- May require numerous hours of standing and walking while interacting at events or with partner groups.

The Sonoma County Vintners is committed to an equal opportunity hiring policy and work environment.