

# Opolo

**Job Title:** Tasting Room Manager

Opolo Wines LP is seeking a flexible full-time Tasting Room Manager. Candidates must be professional, articulate, hard-working, strong leaders who can handle multi-tasking in a fast-paced environment. The ideal candidate will assume responsibility for and oversee day-to-day floor operations in the Tasting Room. The position requires an outgoing, well-organized, self-motivated, and disciplined individual who is focused on the customer's experience. If you're excited to be part of a growing company, Opolo would be a great place for you.

**Job Type:** Full-time

**Compensation:** \$50-80k per year dependent upon qualifications and experience.

**Essential duties & responsibilities include, but are not limited to the following:**

- Oversee the day-to-day operations of our Tasting Room which includes tastings, visitor relations, tours, and staff performance.
- Hire, train, schedule, and supervise Tasting Room Associates.
- Oversee inventory management of wine, retail merchandise, and tasting room supplies.
- Partner with wine educators, winemakers, and production staff to ensure the Tasting Room staff receives the appropriate level of sales, product, and general wine education and training.
- Handle routine purchasing transactions, including operating cash registers, and accounting for daily sales. Ensure that cash accounting is correct and complete at the end of the business day.
- Develop and execute elevated tasting room experiences to further the Opolo brand.
- Lead weekly meetings with staff to effectively communicate and enforce company policies and procedures, and department operations.
- Facilitate and promote good communication between all departments (Hospitality, Marketing, Wine Club, Accounting, Production, Ownership, etc.)
- Responsible for all aspects of customer service, personnel, administrative duties, and supervision of the Tasting Room Facility
- Responsible for budget preparation and expense control.
- Develop business and sales objectives.
- Perform other duties as assigned.

**Qualifications**

- Minimum two years of successful management experience, ideally wine/hospitality related.
- 2 - 3 years experience in wine knowledge & sales required.
- Excellent communication skills, both verbal and written; ability to educate and serve as a mentor.
- A passion for wine and excellent customer service skills required.
- Proficient in the Microsoft Suite, Quickbooks, and POS, and/or ability to learn VinSuite a

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plus.

- Ability to lift 50 lbs and perform physical activity for extended periods.
- 21 years or older with a valid Drivers License.
- Regular working schedule to include all weekends and holidays.

Competitive salary commensurate with experience and qualifications, with benefit package.  
Please submit resumes to [info@opolo.com](mailto:info@opolo.com).