



JOB TITLE: Government Compliance Assistant
DEPARTMENT: Government Compliance/GC100
REPORTS TO: Compliance Supervisor
DIRECT REPORTS: N / A

CLASSIFICATION: Non-exempt
LOCATION: Parlier, CA
FULL TIME/PART TIME: FT
APPROVED DATE: 2/21/2020

SUMMARY: The Government Compliance Assistant will be responsible for reviewing and preparing records of grape receipts as required by the Alcohol and Tobacco Tax and Trade Bureau in regard to the production and shipment of bulk wine and spirits; and the receipt of bulk wine and spirits from other wineries and distilleries.

DUTIES AND RESPONSIBILITIES:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Create, complete and verify computerized bulk wine and spirits work orders and bills of lading
- Prepare and file export documentation for export shipping
- Assist in verifying end of the month bulk wine and spirits inventory
- Responsible for computer entry of daily bills of lading on shipments
- Prepare and/or analyze worksheets for reconciling bulk wine and spirits receipts and movements, grape receipts, bulk wine and spirits shipments
- General office duties (filing, ordering supplies, etc.)

QUALIFICATIONS:

- High School Diploma or G.E.D. equivalent
- Minimum 1-year related experience preferred
- Proficient on Microsoft Word, Outlook, and Excel software
- Ability to use a 10-key by touch
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Ability to understand and follow written and verbal instructions
- Ability to work independently and as a team member
- Ability to understand and follow any and all safety requirements

O'Neill Vintners & Distillers offers a competitive salary and comprehensive benefits package including medical, dental, vision and life coverage, short and long-term disability, 401(k) with a Company match, Paid Time Off, holidays and more.

-All candidates must: pass a comprehensive background check and drug screen and adhere to all Company, Federal and State Food Safety Regulations and Policies

This organization participates in E-Verify and is an Equal Opportunity Employee