

Inventory Control and Delivery Specialist

Job Description

Summary:

Vino 301 Wine Concierge is a wine tours, online wine store and events company located in Maryland. Vino 301 offers winery tours, wine tasting classes, and networking events. Inventory Control and Delivery Specialist is responsible for fulfilling orders, conducting monthly inventory and local deliveries

This is a part time position. Hours vary. Maximum 20 hours per week

Essential Functions:

- Identify vintage changes and update vintages during inventory count.
- Maintain a listing of current and retired stock
- Oversee the accurate counting and recording of monthly inventory count.
- Deliver local orders
- Fulfill orders
- Prepare packages for shipment

Qualifications:

- High school diploma or equivalent
- Required to lift packages 30 pounds or greater.
- Commitment to excellence and high standards
- Must have a Class C license with passenger endorsement
- Own transportation
- No violations or suspension on driver's history within the past three years
- Police clearance
- Must be able to work weekends
- Must be able to pass drug test
- Being flexible and proactive.
- Being enthusiastic and friendly.
- Having good verbal communication skills.

- Being able to interact with people from different backgrounds.
- Being able to work with a team.
- Having time management skills.

If you'd like to apply, please email a resume and cover letter to the address listed. Please paste your cover letter into the email. Your resume may be attached or pasted in as well.

Thank you for your interest!