

**JOB TITLE:**

Temporary HR Administrative Assistant- 1178

**COMPANY DESCRIPTION:**

Established in 1981 The Wine Group (TWG) is a privately-held, management-owned company with a portfolio of leading brands, including Cupcake, Concannon, Benziger, Imagery, Chloe, Franzia, and many other brands.

**JOB SUMMARY**

The Administrative Assistant will provide direct day-to-day support for the Ripon HR Training team in the areas of maintaining accurate data in LMS system; pulling data from LMS system; filing, printing and collating training materials; and creating presentations and fliers.

**ESSENTIAL FUNCTIONS**

- \* Provide administrative support to Ripon HR Training Team under the direction of Technical Training & Communications Director.
- \* Perform office support functions: filing, copying, word processing, ordering supplies and placing wine sample orders
- \* Monitor training supplies and booklets, order or create more as needed. This may include orders placed online, with Staples or printing and collating materials.
- \* Assist in Training and Orientation Calendar coordination, including conference room reservations and supporting internal catering requirements. Set up and clean up as necessary
- \* Posting of Technical Operations classes, verifying eligibility, communicating attendees to Trainers, Operations Management and Technical Operators. Answer questions by Technical Operators about class schedules.
- \* Input training records into LMS and SharePoint and alert Trainers and Operations Management when a Technical Operator has completed all classes required to obtain their matrix.
- \* File training records in employee files.
- \* Monitor recertification trainings, pull records, schedule recertification training and monitor compliance (LOTO, arc flash, CPR, forklift, aerial lift, ERT, etc.)
- \* This job description reflects management's assignment of essential functions; it does not restrict the tasks management needs to be accomplished

**PHYSICAL DEMANDS**

- \* Majority of work is performed in an office environment
- \* Must be able to sit for long periods of time
- \* Must be able to lift 40 pounds

**QUALIFICATIONS**

- \* Professional presence; well-groomed, business casual attire should be worn
- \* Work must be accurate with the ability to prioritize workload and discern when sense of urgency is appropriate
- \* Must possess advanced keyboard and personal computer skills (Proficient in Word, Excel, Outlook, PowerPoint). Must be willing to learn Adobe, LMS, and other software applications
- \* Technically capable with office equipment – printers, copiers, projectors etc
- \* Capable of proofreading for grammar, content, and consistency
- \* Comprehensive organizational skills. Attentiveness to detail
- \* Ability to work under general supervision; must be adept at handling multiple assignments in a timely manner while meeting assignment deadlines
- \* Expert interpersonal skills, including the ability to listen, resolve problems, deal with unresolved issues, delays and unexpected events, while effectively communicating and maintaining rapport with employees
- \* Ability to use discretion and handle sensitive/confidential information
- \* Support and model all company procedures and policies
- \* Embrace and demonstrate The Wine Group's Values: Long-Term Sustainable Value Creation, Relentlessly Entrepreneurial, Empowered People, and Responsible & Trustworthy

To apply for this position, please use the following URL:

[https://ars2.equest.com/?response\\_id=67d000ee199a670788a0525a54d257ee](https://ars2.equest.com/?response_id=67d000ee199a670788a0525a54d257ee)