

# Administrative Assistant

**Posted By:** Recline Ridge Vineyards & Winery Ltd

**Location:** Tappen

**Salary:** \$24 Per Hour

**JOB ID :** RJ3477101

**Posting Date :** 03-Feb-2026

**Expiry date :** 02-Aug-2026

**Education :** High School

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

**Position:** Administrative Assistant

**Term:** Permanent

**Salary:** \$24/hourly

**Working Hours:** 30.0hrs/week

**Work Location:** Tappen, BC

Recline Ridge Vineyards and Winery is a family owned winery nestled in the heart of the Shuswap Lake area of British Columbia. With sun drenched days and cool evenings, our vineyards produce award winning wines known for their clean structure, intense flavours, and balanced character. Established in 1998, Recline Ridge has grown from its original vines planted in 1994 into a recognized local winery committed to quality and craftsmanship.

We are hiring an administrative assistant responsible for handling communications, organizing office operations, supporting daily business activities, and ensuring the smooth running of the winery's administrative functions.

#### Duties and Responsibilities:

- Develop and carry out office procedures to support efficient winery operations
- Handle and organize incoming mail and electronic communications and distribute information in a timely manner
- Answer and direct phone calls and emails from customers, suppliers, and business partners
- Schedule and coordinate appointments, meetings, and winery related activities
- Maintain and update physical and electronic filing systems
- Support preparation of operating budgets and monitor inventory and budget records
- Gather information and prepare reports, correspondence, and internal documents
- Compile and review data for reporting and business planning purposes
- Plan and coordinate company events such as tastings, promotions, and industry gatherings, arranging travel and accommodations when needed
- Perform other administrative tasks to support daily winery operations

#### Skills & Qualifications:

- Completion of high school is required
- Prior experience is preferred

- Proficiency in office software and strong organizational skills desired
- Excellent communication and interpersonal skills
- Ability to multitask and adapt in a fast-paced environment

Please send your resume and cover letter to: [reclinehiring@gmail.com](mailto:reclinehiring@gmail.com).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [reclinehiring@gmail.com](mailto:reclinehiring@gmail.com)

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