

# Job Details

## Office Administrator

### Job Type:

Part time, year round

Elephant Island Winery  
2730 Aikins Loop  
Naramata

### About Us:

Elephant Island Winery was founded in 1999. Our wines are born in sunshine and clay banks, late afternoon lake breezes, starry nights, and the tapestry of farms in a magical little town called Naramata. They speak to the critters and creatures and trees and vines that we share our home and farm with and to the family dinners and orchard picnics that have anchored our life here over 3 generations.

Our wines are a reflection of life and nature, joys and heartbreaks.

---

### About the Job:

Are repeat rush hour traffic crawls or epic late night shifts wearing you thin? Are you an expert in organization, derive satisfaction out of contributing to balanced books and leading an environmentally responsible office and have a side infatuation with food and/or wine? Do you need a change in scenery and lifestyle? Are you ready to run away and join the Circus?

### As our Office Clerk, you will...

- paying bills & installments;
- report PST, GST, Excise duty, WCB, LDB bottle deposit;
- process payroll and remit payroll expenses;
- maintain accounting records, including account reconciliations, AR, AP, and preparation for year-end;
- manage filing system;
- answering telephone, incl. responding to customer inquiries, orders, group bookings, and complaints;
- ordering stationery supplies, tasting room supplies, some bottling supplies and equipment;
- maintain employee records.

### What We're Looking For:

- Demonstrated experience using Quickbooks Online or equivalent accounting software;
- Computer proficiency with Microsoft Office suite of software;
- Ability to navigate and use LDB, WCB and other supplier agencies software suites;
- Professional attitude and strong work ethic;
- You listen, take feedback, respond quickly, and take initiative with a sense of urgency;
- You are authentic, diplomatic, thoughtful, and always have the best intentions.

### The payoff?

A lifestyle centered around the magical community of Naramata, a commute that involves no traffic lights and start and stop traffic only when encountering tractors keeping right, and a workplace that values food, wine and friendship in the highest regard. Commensurate with experience the position offers a strong base wage, an extended health and dental plan, an opportunity for performance-based growth, and staff discounts. This position averages 25-30 hours per week.

If you have these skills, please email your CV and any questions you have to [m@elephantislandwine.com](mailto:m@elephantislandwine.com)