



PHANTOM CREEK  
ESTATES

## **Warehouse Associate – Phantom Creek Estates**

At Phantom Creek we have created an exclusive brand experience for our guests to enjoy exceptional wine and a meal with breathtaking views in the heart of Oliver, B.C. We pride ourselves in delivering best in class service through strong culture of collaboration and communication with our diverse team members, a winning attitude and passionate about leaving a legacy.

### **Who we are?**

Phantom Creek represents the vision of the Bai family to build one of the leading wineries in Canada. It was a quest that led them to the Black Sage Bench and two of the Okanagan's historic vineyards: Phantom Creek and Becker Vineyards. Today, Phantom Creek focuses on single-vineyard Bordeaux reds, Alsatian whites, and the Okanagan's benchmark varieties of Viognier and Syrah from storied vineyard sites. Led by the tireless efforts of our vineyard team, our estate vineyards are farmed naturally, organically, and biodynamically.

### **What we Offer**

- Full-time, permanent position
- A competitive wage
- Medical and Dental Benefits
- Paid Vacation
- Employee discounts
- access to our wine education program and employee wellbeing initiatives such as our – Employee Assistance Program

### **Job Responsibilities**

Reporting to the Administration Manager, the Warehouse Associate's key responsibilities include:

- Execute all wine orders from booking to delivery, from single case to pallet orders for internal and external customers.
- Schedule pick up/deliveries with appropriate carriers. Verify all aspects of outbound orders, package and prepare items for shipment for on-time delivery.
- Uphold strong business relationships with all carriers.
- Perform inventory cycle counts as required and following through on discrepancies.
- Receive, restock, organize, verify quantities and quality of material(s) and anticipating seasonal volume fluctuations.
- Organize shipping boxes, inserts, lids, to assist in packaging workflow.
- Organize empty glass bottles, labels, corks, capsules for proper bottling workflow.
- Organize warehouse to receive total pallet count for each bottling in coordination with winemakers.
- Maintain organization of warehouse by SKU, brand, etc.



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- Work closely with Wine Club Coordinator so that each shipment (3 times per year) goes according to plan.
- Cross functional communication with all departments, with a strong understanding of our core partnerships throughout Canada and Abroad.
- Maintain a safe and clean work environment by keeping shelves and walkways clear.
- Comply with company policies and procedures.

#### **Job Qualifications**

- Minimum a High School Diploma
- 1+ years Warehousing experience
- Certified forklift training
- Must have a valid driver's license and clean driving record
- Knowledge and experience in loading and transporting materials
- Experience in a warehouse environment including complete understanding of workplace safety and security precautions
- Able to lift and move 40 lbs – 50 lbs boxes repeatedly
- Results oriented with an ability to prioritize
- Attention to detail
- Proficient computer skills including Microsoft Office (Excel and Word)
- Strong organizational skills and the ability to multi-task;
- Strong written and interpersonal communication skills
- Ability to work overtime if required