



GLENORA
WINE CELLARS
Winery · Inn · Restaurant
Setting the Standard of Excellence Since 1977

Front Desk/Reservation Specialists

The Inn at Glenora Wine Cellars is looking for Front Desk/Reservation Specialists position for their 30-room luxurious Inn, GSE Cottage and Guest House. Qualified candidates must have excellent customer service skills; be able to effectively and professionally communicate over the phone, in person and through the internet/e-mail; have the ability to multi-task efficiently; and can offer a good basic knowledge of computer skills including Microsoft Office. Also, they must be willing to work a flexible schedule. Hospitality experience in reservations, front desk and/or banquets is a plus but not a requirement. Positions are open immediately, including days, evenings and weekends with a pay rate of \$15.50 per hour.