



Employment Opportunity!

Beckstoffer Vineyards Mendocino is looking for a responsible Office Assistant/
Payroll Clerk to join our Ukiah, California rapidly growing company.

The responsibilities of this position include, but are not limited to various types of
office work, Bilingual (English/Spanish).

Employee Benefits include:

- **Competitive Pay Rates depending on experience**
- **Health Insurance Benefits**
- **11 Paid Holidays Annually**
- **401k Savings Plan**
- **Vacation Pay**
- **Paid Sick leave**
- **Paid Bereavement Leave**
- **Paid Jury Duty Leave**

Please send resume to:
beckstofferjobs@gmail.com

