



GLENORA

WINE CELLARS

Winery • Inn • Restaurant

Setting the Standard of Excellence Since 1977

The Inn at Glenora Wine Cellars

Part-Time | Front Desk/Reservation Specialist

The Inn at Glenora Wine Cellars is looking for a Front Desk/Reservation Specialist position for their 30-room luxurious Inn, GSE Cottage, and Guest House. Qualified candidates must have excellent customer service skills, be able to communicate effectively and professionally over the phone, in person, and through the internet/e-mail, multitask efficiently, and possess 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 available immediately, including evenings, weekends, and weekdays.