

CAREER OPPORTUNITIES

Join Luekens Wine & Spirits and start blending your passion for wine, beer and spirits with your passion for people.

We strive for excellence, which ensures our commitment to selection, service, and value for our customers. We are a local, family-owned business that prides itself on creating a family-oriented retail environment for both its staff and customers. Luekens is rapidly growing and is looking for great candidates to grow with us.

Cashier & Retail Associate

Essential Functions:

- Provide friendly, prompt, efficient, and courteous guest services
- Promote sales by assisting guests and offering suggestions
- Stock shelves, counters or tables with merchandise
- Sets up displays and arranges merchandise to promote sales
- Marks or tags price on merchandise
- Prepares stock for inventory
- Operates cash registers
- Maintains a clean and safe work environment
- Answers customer's questions concerning location, price, and use of merchandise
- Wraps or bags merchandise for customers, carry packages to customer's cars
- Complies with the Beverage Laws & Store Policies

Qualifications:

- Demonstrate exceptional customer service, engagement and approachability to build relationships and maximize repeat visits
- Ability to communicate effectively in all situations with great interpersonal and active listening skills
- Exceptional customer service skills

Wine & Spirits Specialists or Managers

Essential Functions:

- Wine and spirits knowledge that would allow you to assist in making the necessary wine and/or spirit recommendations to customers.
- Assist with team members to further enhance their wine and spirits knowledge
- Assist the Wine or Spirits Manager in managing the wine or spirits department, including assisting management with various marketing channels such as in-store marketing, social media, website, store applications and third-party applications
- Execute company retail strategy to drive sales, margin and retain/grow customer base
- Supervise the performance and development of team by communicating and providing feedback to ensure efficient operation of department
- Develop deep knowledge of product to improve customer service and manage inventory
- Open/close store on assigned days and ensure all Luekens' property and personnel are secure
- Engage in key relationships with vendors and assist with merchandising functions, including orders and overall store appearance
- Participate in training, store merchandising, expansions, and wine tastings.
- Partner with Managers and General Managers to monitor market trends and competition
- Control store's shrink rate and safety performance
- Assist in maintaining store appearance and atmosphere, including, without limitation, picking up debris, collecting shopping carts and other related cleaning functions.
- Assist with online, store app, or other web or online related orders and fulfillment.
- Deliver results within an entrepreneurial atmosphere
- Operate point-of-sale software and terminals to complete customer transactions, including cash handling, applying discounts and complying with company policies and procedures

Qualifications:

- Experience in the wine and spirits or hospitality industry
- Retail experience preferred, and/or past experience as a wine and spirits consultant, manager, sales representative or other similar experience
- Certifications in Wine Education such as Court of Master Sommeliers, Society of Wine Educators, Sommelier Society of America, and/or Wine and Spirits Education Trust preferred

- Strong leadership skills with experience managing people
- Ability to attract, develop and supervise high-performing team focused on sales and service
- Demonstrate exceptional customer service, engagement and approachability to build relationships and maximize repeat visits
- Experience managing inventory, sales and retail business systems (POS and inventory tracking software)
- Ability to communicate effectively in all situations with great interpersonal and active listening skills
- Exceptional customer service skills
- Ability to motivate and develop team members focused on sales and service
- Foster a sense of urgency, ownership, teamwork and personal commitment
- Manage time effectively and delegate appropriately
- Strong business acumen with ability to demonstrate solid sales and presentation skills

Inventory, Merchandising & Stocker Associate

Merchandising associates will need to be able to receive and load product to and from our retail stores, move product to the appropriate shelves in our warehouse and then distribute/redistribute/merchandise throughout the sales floor. The ideal candidate for this position has previous retail and/or warehouse experience, a strong eye for detail, hard worker, and is able to work well as part of a dynamic team.

Essential Responsibilities:

- Receive and load product into warehouse and/or retail stores
- Receive and load product to and from our retail stores
- Move product to the appropriate shelves in our warehouse and then distribute/redistribute throughout the sales floor
- Merchandise product in and around sales floor
- Utilize the company's inventory software platform to distribute/transfer product amongst store locations
- Collaborate with purchasing department to determine products needed for distribution and when products are missing
- Perform routine maintenance checks of the warehouse area and perform cleanup or simple repair duties when needed
- Adhere to company's policies, procedures and guidelines
- Must be able to lift 40+ pounds at a time, including ability to bend and climb ladders, on a regular and routine basis

Requirements, Qualifications & Skills:

- Experience managing inventory, stocking, merchandising, and/or delivering retail products and merchandise, preferably in retail store environments
- Ability to communicate effectively in all situations with great interpersonal and active listening skills
- Foster a sense of urgency, teamwork and personal commitment
- Manage time effectively
- Hard worker
- Ability to walk and be on feet for 10 hours a day
- Ability to bend, climb ladders & lift 40+ lbs repeatedly

Shipping, Receiving & Distribution Associate

Interaction:

- Reports to Shipping/Operations Manager.
- Extensive interaction with co-workers and management team.

Essential Duties and Responsibilities:

- Accurately pick, pack and ship fulfillment orders in a timely manner.
- Follow proper procedures for protecting sensitive personal identifiable customer information while on the sales floor.
- Maintain a clean and orderly workspace for packing and shipping orders.
- Support and implement changes needed to improve the company's efficiency.
- Uphold the values and integrity of the company.
- Work well with others to accomplish tasks, solve problems and achieve goals.
- Treat our product with care and respect by maintaining a clean, neat and organized store.
- Greet and assist all customers.
- Effectively multi-task between picking orders and delivering a consistent customer experience by gaining trust and respect with our customer while on the sales floor performing responsibilities.
- Perform all other duties as assigned.

Physical Demands:

- Must have adequate vision, speech, hearing and physical ability to perform essential job duties.
- Must be able to climb ladders (when applicable) in order to replenish and maintain merchandise.
- Must be able to have full body rotation/mobility (bending, stooping, twisting, reaching a minimum of 60 inches for stocking and maintaining merchandise, etc. to replenish and maintain merchandise).
- Must be able to lift and carry a minimum of 50 pounds in order to unload and process merchandise.
- Must be able to push and pull merchandise on carts in order to assist in preparing orders for shipment.
- Must be able to handle cleaning equipment (vacuum, broom, mop, duster, etc.) used for maintaining cleanliness.
- Must have full hand usage to operate hand tools.
- Required to stand on feet 95-100% of the day.

Qualifications:

- High school diploma preferred.
- Must have computer skills; be familiar with Microsoft Word and Outlook and the ability to read and reply to online orders.
- Ability to work well with all levels of management.
- Highly organized and ability to adapt to quickly changing priorities.
- Ability to prioritize and manage multiple tasks efficiently.
- Must have strong written and verbal communication skills.
- Fluent in English (proficiency in other languages in addition to English welcomed)
- Work varying hours and schedules as required, including nights, weekends, and holidays.

Requirements for All Store Positions:

- Must be able to lift up to 35+ lbs
- Must be able to stand for extended periods of time
- Must be 21 or up
- Must be able to work weekends and evenings
- Must be able to pass Background Check
- Thanksgiving Eve, Thanksgiving, Christmas Eve, New Year's Eve and other Holiday shifts are mandatory