

Operations & Grapes Sales Administrator

Turrentine Brokerage is the industry leader in facilitating grape and wine transactions between growers, wineries and financiers in the United States and in major wine producing countries of the world. The company provides excellent customer service and a diverse foundation of industry knowledge to empower our clients with information to make the best business decisions.

The Operations & Grape Sales Administrator performs extensive data management, customer service and administrative tasks. This position assists brokers who focus on Grape sales as well as assists the Executive Management Team in coordinating office needs. This position, based out of our Novato office, provides a central hub of information and communication. This includes preparation of sales memos and presentations, communication with clients to arrange vineyard visits or gather viticulture information, and frequent contact with our growers and wineries to help the grape brokers foster client relationships. Operations duties include managing office needs, answering incoming calls, greeting clients, plan and execute company events, assist Staff Accountant as needed, coordinate travel arrangements, preparation of reports, and staff communication.

Skills and Experience:

- Ability to provide exceptional customer service to our brokers and clients
- Ability to organize and support brokers in a fast paced environment with many projects occurring simultaneously
- Positive and energetic about solving problems along with a thirst for continued knowledge
- Passionate about understanding company needs and offering solutions; proactive as opposed to reactive
- Ability to organize information and excel in data accuracy
- Proficient knowledge of Microsoft Word, Office, and Excel, PowerPoint - QuickBooks a plus
- Strong professional judgment and confidence to learn and accurately interpret rules, regulations, and processes
- Ability to maintain confidential information to ensure impeccable service to our clients
- Strong written and verbal communication skills with an advanced attention to detail
- Knowledge of key Wine grape varieties and California appellations is a plus
- Willingness to learn every day
- Bachelor's Degree preferred
- 2+ years of experience

Benefits Include:

Turrentine Brokerage offers a comprehensive and generous benefits package:

- Competitive base salary
- Incentive compensation
- Medical, Dental, and Vision Insurance
- Participation in a self-directed 401(k) plan with an employer contribution
- Life and Disability Insurance

Selection Procedure:

Candidates must submit the following via email to Jobs@turrentinebrokerage.com

1. One page cover letter expressing interest in the position
2. Resume
3. Three references including name, relationship, & phone number

All resumes are held in strict confidence.