



Sales Administrator

Did you know that millions of gallons of wine and hundreds of thousands of tons of grapes are bought and sold before they ever go into a bottle of wine?

Would you like to work for the company that is the global industry leader in facilitating these transactions?

The Sales Administrator assists wine and grape brokers and performs extensive data management, customer service and other administrative tasks.

This position, after a successful training period, will be a hybrid position.

Accomplishments Expected in the First Year:

- Develop relationships with both clients and brokers to provide exceptional customer service.
- Provide excellent support of sales team in a fast-paced environment.
- Effectively manage the process for sales documentation.
- Learn all wine varieties and appellations both in California and worldwide.
- Learn and master our database systems.
- Master report production using Excel.

Skills Needed:

- Proficient knowledge of Microsoft Word, Office, and Excel, PowerPoint.
- Strong written and verbal communication skills with an advanced attention to detail.
- Positive and energetic about solving problems.

Education/Experience Requested:

- AA or Bachelor's Degree preferred
- 2+ years of experience

Benefits Include:

Turrentine Brokerage offers a comprehensive and generous benefits package:

- **Competitive starting base salary of \$52,000 per year**
- **Signing bonus of \$500**
- **Two performance bonuses a year**
- **100% medical, dental, and vision insurance premiums paid by the company for full time employees**
- 401(k) plan with employer contribution and profit sharing
- Life and disability insurance for full time employees

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.