



Wine Club & DtC Coordinator

King Estate Winery, located in Eugene, Oregon, seeks a Direct to Consumer Associate. This is a full-time on-site clerical position. The primary role of this position is to provide administrative support across various channels including the wine club and the on-site Tasting Room. They will be responsible for providing customer service in a timely and professional manner. The primary responsibility of this position is to process and coordinate the shipping of incoming orders. This position requires a high level of organization and attention to detail.

Essential Responsibilities

- Process and schedule shipment of orders across all DtC channels with a high level of accuracy at all times.
- Respond to inbound consumer phone calls and emails with the highest level of customer service.
- Maintain consumer database; updates, entry of new customer data, database clean-up.
- Support the execution of quarterly wine club shipments.
- Provide phone and email follow-up during club shipments and as otherwise needed.
- Assist with any club events.
- Assist with operational and administrative tasks in the Tasting Room as needed.
- Provide any additional clerical support to management.

Requirements/Competencies

- Minimum of one year administrative experience required.
- Must have or be able to obtain a valid OLCC card.
- Computer proficiency and data entry experience with basic knowledge of Word and Excel in addition to capability to train and attain proficiency with winery specific software.
- High level of memory retention and strong attention to detail.
- Strong problem-solving skills, able to follow instructions and ask questions when needed.
- Knowledge of shipping and inventory management a plus.

Physical Requirements

- Must be able to lift 50 pounds repeatedly
- Must be able to sit, stand, walk, lift/move/push/pull, etc. for extended periods of time
- Must be able to work, evenings and/or weekends



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Hourly compensation will range between \$18.00 - \$22.00 per hour depending on experience. Company benefits to follow the first of the month following 60 days of employment. Please submit your resumé / CV to careers@kingestate.com