



Wine Club & DtC Coordinator

King Estate, Oregon's leading family-owned winery, is looking for an experienced Wine Club and DtC Coordinator. In this position you will process all orders and provide regular reports to management. The position requires gracious and efficient communication skills with customers as well as detailed reporting within the company. King Estate especially hopes to speak with candidates with two or more years of experience in a similar role. This is a full-time position.

Essential Job Functions:

- Communicate daily through phone calls, voice messages and emails with wine club members and winery customers
- Process all online orders from our website, club releases and staff purchases
- Proactively manage and update eWinery and MailChimp databases
- Manage data collection from club members and compile reports for management based on data collected
- Track wine club and web order shipments for desired outcomes
- Demonstrate gracious and efficient communication skills and follow through
- Coordinate with project manager for all wine club releases and direct to consumer marketing activities
- Assist with packaging and shipment of wine club releases
- Other duties as assigned

Requirement/Competencies:

- Experience in efficient data entry
- Excellent verbal and written communication skills
- Excellent customer service skills and abilities
- High level of memory retention and strong attention to detail
- Strong problem-solving skills
- Demonstrated proficiency in MS Office with an emphasis in Excel
- Knowledge of shipping and inventory management a plus

Physical Requirements:

- Must be able to lift 35 pounds repeatedly
- Must be able to sit or stand for extended periods of time
- Must be able to work, evenings and/or weekends when applicable for Wine Club events

Hourly compensation commensurate with experience and qualifications. Please submit your resumé / CV to careers@kingestate.com