

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 Grape Sales Administrator, under direction of the Vice President, performs extensive database management, customer service and administrative tasks. This support position assists brokers who focus on Grape sales. The brokers work mainly out of the office, visiting vineyards, building relationships, talking to buyers, negotiating, and closing deals. The Grape Sales Administrator, 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, frequent contact with our growers and wineries to help the grape brokers foster client relationships.

Skills and Experience:

- Ability to provide exceptional customer service to our clients
- Ability to organize and support our North Coast 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
- A proficient knowledge of Microsoft Word, Office, and Excel, PowerPoint
- 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 Winegrape varietals and California appellations is a plus
- Willingness to learn every day
- Degree in Viticulture a plus

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 Alicia@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.