



THREE STICKS

## DTC Sales Assistant Job Description

The DTC (Direct to Consumer) Sales Assistant is a multi-faceted role that touches all parts of DTC with a focus on operational support and data entry. The DTC Sales Assistant is responsible for supporting the Sales team ensuring that they have the tools, support and resources needed to meet their goals. The DTC Sales assistant holds a well-rounded set of skills that requires an enormous amount of organization, independence and works in an efficient and fast pace with an eye for detail. This position's main focus is to support the Director of DTC, run operations for the backend of sales and help create overall efficiencies. The DTC Sales assistant is a Full-Time Administrative Support/Logistics position reporting to the DTC Director while working closely with the entire DTC team. Primary responsibilities are listed below but are not limited to:

### DTC SALES AND OPERATIONS :

- Support the DTC sales channels (including virtual channels) in operations as it pertains to the following:
  - Scheduling
  - Shipping & Logistics
  - Data entry
  - Monthly Commissions
  - Reporting
- Support DTC in wine logistics and sales
- Manage the shipping and logistics of all custom wine packages such as virtual event tasting kits, holiday packages, custom orders
- Assist in areas of inventory management and movements in collaboration with the sales supervisor
- Help maintain and track DTC Compliance, inventory and logistics
- Assist in building out spreadsheets and reports
- Be able to run extensive reports to help support sales and logistics for DTC
- Provide appropriate data for monthly DTC meetings
- Pull telesales lists for sales campaigns
- Support data entry into our CRM system, Wine Direct, assist with list hygiene and be able to “pull lists”
- Assist in list segmentations, executing monthly sweeps of “consumer buckets”
- Help optimize sales strategies and supply support and tools needed to execute
- Be an expert in all operations of DTC; shipping logistics, wine direct, AMS, excel, power point
- Assist in client relations campaigns and bi-annual releases
- Assist with DTC Commission reports
- Assist with Adobe reporting (samples poured, sales reports, etc.)
- Set up power points and build out presentations for monthly and quarterly meetings
- Assist in backend sales logistics for our bi-annual sales events
- Help create efficient systems and procedures for DTC operations
- Manage vendor holiday gifting and fulfillment
- Arrange employee allocations
- General administrative duties including data entry, file management, copying, scheduling meetings, expense and budget reports
- Provide other administrative support to assist with special projects as needed

*In addition to these primary duties, Three Sticks asks all its employees to be cross-trained and capable of many tasks. Training and experience will be provided as time and opportunity allow you to grow, learn, and develop new skills within these parameters.*

## **EXPERIENCE & QUALIFICATIONS**

- 5+ years of experience providing administrative support to an executive and/or divisional group
- Wine industry experience preferred (hospitality experience a plus)
- Strong customer relations skills
- Possess excellent phone skills
- Ability to prioritize assignments
- Ability to work independently and as a part of a team
- Ability to work effectively in a fast paced, deadline driven environment
- Outstanding communication skills
- High level of computer proficiency - experience with winery POS systems and Microsoft Office
- Ability to lift and carry up to 50 lbs.

*This job description is intended to describe the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities or requirements. Other duties not listed here may be assigned by the DTC Director.*