

## DVWP Executive Team Assistant

We have an exciting opportunity for an Executive Team Assistant to join Distinguished Vineyards & Wine Partners (DVWP). Reporting to the Managing Director – North America, this role is responsible for providing administrative and project management support to the Executive Team, including coordination of company forums, offsite meetings, and sale conferences. This role will also support Sales and Marketing teams by coordinating internal and external customer engagement initiatives. This is a full-time position, and the incumbent will be eligible for our outstanding health care benefits, PTO, Wine Stipend, 401k plan, company engagement activities and more.

Formed in 2008, Distinguished Vineyards and Wine Partners represents a collection of iconic wineries from some of the world's most prestigious wine regions. Recognized as benchmarks for their regions, our domestic portfolio includes the highly acclaimed Argyle Winery in Oregon's Willamette Valley, MacRostie Winery and Vineyards in Sonoma, and Markham Vineyards in Napa Valley. Our core purpose is to enrich our world by championing sociability and helping people to live well. Ever evolving, while remaining true to our roots, DVWP offers an unparalleled work environment with opportunities for professional and personal growth that include:

- **Our Culture** - We live by our leadership principles of doing the right thing, for the long term, being first with consumers to win customers, thinking beyond, innovate, and adapt, deciding fast and making it happen, and welcoming differences and standing for fairness.
- **Our Benefits** - DVWP has an amazing benefits package that includes 401K with matching, medical/dental/vision plan, PTO, community/employee engagement including wellness program and more!
- **Our Community** - We at DVWP believe in giving back and being accountable when it comes to social responsibility. That is why we have committed to our employees and their families and partner with community organizations to continue to uphold these values.

In this role, you will support Distinguished Vineyards and Wine Partners (DVWP) Executive Team as we represent a diverse and premium wine and craft beer portfolio in North America. This role is important to the organization to ensure clear communications and efficient functioning across internal and external stakeholders.

The successful candidate will have a proven track record in proficient technical and communication skills, high efficiency in time management, strong planning and organizing skills, and is adept at problem solving independently and collaboratively, with solutions focused on resolving complex problems while having a customer service-oriented disposition.

Key responsibilities include but are not limited to:

- Manage administrative and project support for the DVWP Executive team including travel, calendar, meeting management and other diverse administrative needs
- Novato office management duties including reception, technology liaison, office supplies, landlord communications, shipping, maintenance, office sociability & team building
- Communications liaison for companywide web conferencing, quarterly communications, company forums, offsite meetings and conferences.

- Support Human Resources team in the onboarding process for new employees, preparing new hire packets, milestone recognition program, schedule monthly virtual visits with new hires, updating Org chart and contact lists and other P&C team building projects as needed.
- Provide travel support, including hotel, restaurants, and winery visits for visiting guests
- Manage DVWP business collateral needs (business cards, stationery, brochures)
- Maintain Executive Team files and folders in Microsoft Teams and SharePoint sites
- Support Customer and Consumer special projects through management of Executive Wine shipments for corporate partners and strategic accounts
- Manage shipments of wine and spirits samples (domestic and international) with and from global partners outside the US
- Contribute to team culture and engagement plans by supporting community outreach initiatives and Distinguished Palate tasting program

We are looking for a qualified individual with previous Executive Team Assistant / Personal Assistant experience, who has experience with calendar/scheduling, travel and meeting management experience, advance knowledge in MS Office Suite that includes Outlook, PowerPoint, Excel, Teams, Zoom, SharePoint, Word and Adobe Acrobat. Graphic design and publishing software knowledge is preferred as well as experience using shipping platforms such as FedEx/UPS and Concur solutions, and has prior experience working with cross-functional teams. Fluency in Spanish experience is a plus but not mandatory.

By joining the DVWP team, you will be joining a team of diverse individuals, all passionate about wines, our employees, and our business and what they do! We aim to provide a fun and inclusive culture where everyone can be the best they can be and have a great time doing it!

When applying for this opportunity, please complete an application on our parent company site (Lion Little World Beverages) providing a complete resume (without gaps) and cover letter to. Writing "See Resume" will not be considered as a complete application and will be disqualified.

*Distinguished Vineyards and Wine Partners is an equal opportunity employer and encourages all to apply. All applications are kept confidential.*

The link to apply is: <https://career10.successfactors.com/sfcareer/jobreqcareerpvt?jobId=75535&company=Lion&st=CE824453C1EF3E04F9E14BC064BA867E2ADD122C>