

Position Title: DTC Logistics Coordinator

Location/Department: Bedford, CA / Direct to Consumer

Reports To: Manager, Direct Marketing

Date: 1/14/11

Band: G

Job Posting #: 11-007

POSITION SUMMARY:

Responsible for daily inventory management for all direct to consumer programs including wine club, ecommerce and private partnerships.

RESPONSIBILITIES:

- Manages and maintains inventory for DTC at multiple warehouse locations.
- Creates, submits and tracks wine orders for shipping from multiple CWUS warehouse facilities to multiple shipping fulfillment services, wineries and events.
- Review velocity reporting and maintain minimum inventory levels to minimize back order situations and customer service situations.
- Coordinates delivery of all wine club inserts and POS for wine club shipments.
- Manages relationship and customer service with shipping fulfillment services, including inventory reconciliation.
- Upload and maintain in all DTC systems product data, skus, cogs and pricing.
- Maintains proactive relationship with accounting, brand, sales, Visitor Center and warehouse personnel to ensure pricing consistency, vintage rollovers, label changes, packaging updates.
- Vendor management for shipping fulfillment services. Coordinate all aspects of wine inventory transfer from CWUS warehouse facilities to shipping fulfillment services, events, wineries, and other locations.
- Includes coordination, delivery and inventory of all DTC collateral materials. Accountable for data entry for product skus and cogs, vintage rollovers, DTC pricing, and the creation and distribution of applicable reports, accounting chargebacks and reconciliations.
- Liaise with multiple departments. Heavy contact and collaboration with brand, sales, warehouse, retail, accounting and Visitor Centers.
- Extensive computer work required. Proficiency in Excel mandatory. Additional systems utilized include JDE, Cognos, eWinery, ShipCompliant, and Microsoft Office Suite.
- Creation and distribution of month end reports to all interested departments.
- Responsible for accounting chargebacks and reconciliations.
- Assist wine club team and ecommerce staff with all customer service returns, resolution and tracking.
- Works closely with DTC team to ensure product availability, inventory levels.
- Acquires and maintains thorough knowledge of portfolio wineries and products.
- Performs other duties as assigned by manager including backup for ecommerce or wine club coordinators.
- Responsible for compliance with CWUS sustainability policies and practices which are economically viable, socially acceptable and environmentally sound. This is done by supporting programs at each location for conservation, energy efficiency, and recycling, which are critical for our operations to achieve tangible environmental results.

- Safety-follow safe operating procedures, support safety programs and policies to safeguard personal safety, company property, environmental and team member's safety.

QUALIFICATIONS:

- High School Diploma required, with additional two years college coursework preferred.
- Relevant experience in the wine industry required, logistics, shipping or customer service preferred. Strong understanding of business implications of inventory management.
- Proficiency in Excel and JDE a must. Knowledge of eWinery and Shipcompliant a plus.
- Exceptional project management skills: attention to detail, time management and communication skills necessary.
- Ability to work autonomously and proactively, set priorities, and accomplish a wide variety of tasks with tight deadlines and a high degree of accuracy.
- Must be a team builder and team player.

PHYSICAL REQUIREMENTS / OTHER

- Office environment with moderate noise levels, lifting of up to 40 lbs., regular walking, sitting, bending, twisting, standing and reaching
- Position requires repetitive tasks on computer and on the phone - candidate must be able to sit for long periods of time

APPLICANT PROCEDURE:

All applicants must submit a cover letter with their resume to the following contact either electronically, by mail or facsimile:

Terry Cristani, HR Manager
terry.cristani@cwine.com

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