

**ANVERS WINES P/L  
DUTY STATEMENT**

**Division/Department: Anvers Wines**

**Revised: 7/06/08**

**Location: Panorama, South Australia**

**Job title: Sales & Marketing Representative**

**Reports to: Managing Director**

**Level/Grade:**

**Type of position:**

**Weekend and evening work  
is required from time to time.**

**Casual part – time  
Up to 20 hours a week.**

**Possibly leading to full-time  
on graduation**

**Duties and responsibilities include, but are not limited to:**

**MAIL ORDER**

- Keep wine club mailing list up to date and service customer requirements.
- Keep track of mailing list customer sales using Maximizer
- Develop SA restaurants/trade mailing list

**SALES**

- Service current restaurant/retail customers
- Answer the phone and tend to customer & supplier enquiries
- Participate in the setting up of special events
- Develop South Australian sales to restaurants/retail
- Assist interstate distributors as required
- Assist with export customers as required.
- Maintain a weekly call report as issued by the Operations Manager.

**OTHERS**

- Organise tastings as required
- Assist in developing Anvers promotions and/or activities.
- Arrange the shipment of wine to customers using our computer systems.
- Liase with McLaren Vale Wine region office.
- Liase with suppliers as directed.
- Organise and produce Anvers quarterly newsletter.
- Perform other tasks as required.
- Maintain a safe work place.
- Maintain all provided office equipment in an as new condition.
- Assist with misc. vineyard operations from time to time.

**Key Performance Indicators**

- Sales to budgets or targets as set from time to time.
- Up to date and accurate marketing data.
- Demonstrated growth in local sales volumes.
- News letters & promotions delivered to agreed timing.

**Knowledge and Skills**

- Industry or similar job experience
- Familiarity with Excel & Word
- Sound knowledge of wine styles and ability to discuss and describe wine
- Exposure to Wine & the Wine industry
- Sales and Hospitality experience
- Familiarity with basic office & sales procedures and processes
- Familiarity with office equipment.

**Personal Attributes**

- Positive Outlook on life. Outgoing personality.
- Dedicated & determined to do a job right.
- Very keen willingness to learn.
- Willingness to investigate and create solutions.
- Down to earth approach.
- Ability to set and achieve goals.
- Happy to work individually and as part of a team.

**Other Information & Comments**

All employees are expected to wear a standard of clothing commensurate with a business environment and to keep their workplace in a neat and tidy state.
