

Contract Order Processor/Back-office Sales Support/Customer service expert

Job Location: Remote - work from home (company based in CA wine country)

Hours 9-5 (flexible) Pacific time, M-F

Promotional products industry experience Required.

Job Description: Wine Country Dry Goods DBA (Proforma Wine Country) is a 10-year strong promotional products company that specializes in selling to the wine industry. We work with select industry suppliers and also offer a wide range of proprietary custom-designed, sustainable packaging and products that are imported from China and India.

Job Duties:

- Provide customer support and streamlined order management, including submitting PO's/Art/Proofs to customers/vendors
- Process orders in a fast-paced environment with tight deadlines with high attention to detail
- Develop product proposals for clients – ESP experience is helpful
- Oversee the ordering process from start to finish
- Strategic thinker with the ability to solve problems without direction
- Courteous and prompt customer service skills
- Data base management and data entry- keeping customers info current
- Computer skills and knowledge of Microsoft Office, Google Drive, CommonSku helpful or willing be trained (industry specific)

Compensation/Perks -Hourly/Salary based on experience -Performance bonus

-Work from home. Requirements -High Speed internet and Cell Phone

Email resume to winecountrydrygoods@gmail.com