



Job Title: DC and Northern VA Account Manager (Part-Time/One Day Per Week)

Start Date: ASAP

About Native Selections:

Based in Richmond VA, Native Selections exclusively imports and distributes organic and natural wines serving retailers and restaurants in Virginia and Washington DC. We work with small, family farms to source wines made in a "natural" way, that is, with grapes farmed via organic/biodynamic methods and produced with minimal intervention in the cellar.

We have the pleasure of working with passionate artists all over the world making delicious wines! Our mission is to tell their story and showcase their wines while delivering a top-notch service experience to wine shops, retailers, and restaurants in Virginia and Washington, DC.

Qualifications:

- 2+ years sales experience
- Knowledge of wine geography and winemaking process
- Knowledge of and appreciation for organic farming
- Microsoft Office Suite (Excel/Word or Google Sheets/Docs)
- Must have reliable vehicle
- Highly organized

Preferred Qualifications:

- Knowledge of natural wines, natural winemakers
- Established relationships with wine shops, retailers, and restaurants in DC and Northern VA territory

Responsibilities:

- Maintain and grow existing client relationships in Northern VA and DC through sales/tasting meetings
 - o Expected to conduct 5-8 appointments each week with existing and potential clients
 - Ideally these appointments occur on the same day of the week
 - o Log tasting appointments and notes in Vinosmith
 - o Territory includes: 10+ existing accounts and 30+ potential accounts
- Receive and process orders using Vinosmith
- Open and grow new active accounts on a monthly basis
- Monthly check-in call with Owner
- Participate in monthly inventory call (appx. 1hr. with full team)
- Creation and maintenance of market activity/pipeline via Vinosmith
- Participate in annual review with Owner (January)
- Provide proper storage for at least 15 bottles of wine samples



Compensation/Salary:

- Introductory Guaranteed Base Wage OR 10% commission on net sales (whichever is higher on a monthly basis) for first 3 months. The expectation is to commit one day each week to this position.
- After 3 months, the position will pay 10% commission on net sales without a guaranteed base.
- Compensation for business related parking fees and fuel/metro.
- 20% discount on wholesale price of wines (for personal use).
- Outside of fuel and parking, no additional compensation is provided for use of personal vehicle.

*Compensation is paid bi-monthly via direct deposit (1st-2nd and 16th-17th)

To apply: Email Shawn at shawn@nativeselectionswine.com with a resume and short cover letter.