



DOMAINE SERENE

GRAND VIN DE BOURGOGNE



CHÂTEAU DE LA CRÉE  
DEPUIS 1431

GRAND VIN DE BOURGOGNE

Maison  
Evenstad



GRAND VIN DE BOURGOGNE  
LES TOURELLES  
de la Créé

## Evenstad Estates Inventory & Logistics Associate

<b>Position:</b>	Inventory & Logistics Associate
<b>Department:</b>	Finance / DTC
<b>Status:</b>	Non-Exempt/Full-time
<b>Number of Hours Per Week:</b>	40 (may be required to work more than 40 hours per week)
<b>Reports To:</b>	Inventory & Logistics Manager

*Evenstad Estates is a portfolio of world-class Pinot Noir and Chardonnay brands from Oregon and Burgundy that is positioned to change the landscape of fine wine by re-defining the reference for world-class wines and hospitality. Domaine Serene has been named by the Portland Business Journal as one of Oregon's 25 Most Admired Companies for 3 of the past four years and was honored with the Oregon State University Austin School of Business Management Award for Business Renewal in 2017 for outstanding planning and business sustainability.*

*Founded in 1989 by Ken and Grace Evenstad, Domaine Serene has quickly become Oregon's iconic producer of world-class Pinot Noir and Chardonnay and is the only winery in the world to have secured a top 3 or better ranking for Pinot Noir and Chardonnay from Wine Spectator's coveted Top 100 Wines of the Year list, while also winning the wine industry's top honor, Wine Spectator's Distinguished Service Award in 2018. Located at the top of the Dundee Hills in the Northern Willamette Valley, Domaine Serene's picturesque Winery Hill Estate is home to one of the world's most advanced winemaking facilities and is the site of Oregon's first custom-built winery dedicated exclusively to the production of world-class Chardonnay and sparkling wine. Evenstad Estates owns and meticulously manages over 1,000 acres of land, including 275 acres of world-class, hillside Pinot Noir and Chardonnay vineyards, all of which are dry-farmed and LIVE certified sustainable.*

*In April 2015, The Evenstads purchased Château de la Créé, a beautifully restored Château and state of the art winery located in Santenay, Burgundy dating back to the 15<sup>th</sup> Century. The Evenstads are proud owners of a modern gravity-flow winery in Santenay as well as 25 acres of sustainably-farmed vineyards throughout some of the most renowned districts of the Côte de Beaune. The Evenstad's vineyard holdings include 18 distinct vineyard climates in the districts of Pommard, Volnay, Meursault, Puligny-Montrachet, Chassagne-Montrachet, Santenay and Maranges, and include seven Premier Cru and two rare Clos Monopole vineyards. Evenstad Estates now encompasses three brands in Burgundy, including Les Tourelles de la Créé, Château de la Créé and Maison Evenstad.*

*Driven by an inspired team of talented executives, winemakers and business managers Evenstad Estates strives to continually change the landscape of fine wine by leading the quality pursuit of Pinot Noir, Chardonnay and sparkling wines. Evenstad Estates has been placed into a one-of-a-kind legacy trust, ensuring that it can never be sold and that the pursuit of quality will endure for centuries to come.*

## **Mission**

The Inventory & Logistics Associate is responsible for ensuring the timely and accurate delivery and management of inventory to help the organization achieve its goals.

## **Role and Responsibilities**

### **Inventory**

- Provide world-class customer service while assisting customers with pick up of their will call orders, helping them to their car, and through phone and email communications.
- Assist in communication and coordination of will call outreach; develop, coordinate and achieve quarterly will call pick up and revenue recognition goals.
- Develop and maintain work flows to manage the flow of inventory. Document and update desk procedures.
- Manage merchandise inventory counts, stock, and reorders.
- Manage daily will-call fulfillment and weekly reconciliation. Build or breakdown orders as needed.
- Coordinate month-end Clubhouse inventory counts and provide second counts as requested. Create count sheets for Clubhouse and Wine Lounge locations.
- Ensure all Clubhouse locations are properly restocked daily in a timely manner. Process samples through POS system. Communicate movement of wine between inventory locations for samples or sales to assist with timely batching processing.
- Maintain clean, organized and efficient workspaces in customer-facing will call area as well as wine storage areas.
- Maintain records of BOLs.
- Manage inventory levels of safety stock of inventory in the winery cage, restocking in a timely manner as needed.
- Re-organization of library wine inventory at NWDS.
- Provide annual inventory audit support to the Finance Team through inventory location preparation, inventory counts, documentation of movements, and other tasks as requested.
- Ensure inventory processes and internal controls are followed to minimize theft and shrinkage.
- Responsible for maintaining a safe work environment and complying with company safety protocols.
- Using NAV, ensure that inventory levels are in alignment with allocations.

### **Logistics**

- Provide support and QC for wine club shipment packing on-site at the Clubhouse as well as off-site at WineCo.
- Maintain Clubhouse inventory par levels. Propose and prepare RTV orders in NAV and place orders with warehouses when approved; act as liaison for Clubhouse staff regarding inventory availability.
- Receive RTV orders from WineCo, NWDS, and DSWL, cross-check BOLs for accuracy. Breakdown orders and ensure wine is distributed to appropriate storage locations. Deliver wine to Wine Lounge locations as required.
- Pack orders and create BOLs for inventory delivery/returns to NWDS, WineCo, and DSWL as needed.
- Work with Inventory & Logistics Manager to coordinate import of Château de la Créé wine and verify accuracy of order upon delivery to offsite warehouse through physical count and QC review.
- Document / update desk procedures.

### **Distribution Order Entry**

- Receives distribution customers purchase orders, reviews for accuracy, and confirms receipt with customer.
- Makes transfer allocations in accounting system as necessary.
- Enters customer purchase orders into accounting system accurately and timely.
- Creates and reviews order fulfillment form for accuracy and sends to outside warehouse for fulfillment, including providing accurate labeling instructions and preparation of customs paperwork for international orders.
- Reviews order confirmation received from outside warehouse against order fulfillment form for accuracy prior to confirming order.
- Creates and reviews sales order acknowledgement for accuracy and sends to customer with available pick-up date.
- Creates invoice in system based on ship advisement obtained from outside warehouse and sends to customer.
- Assist with new distribution customer in the accounting system and processes annual customer renewal paperwork (state filing, appointment letters, product spec information, etc.).
- Research and preparation of all required customs paperwork. Compile and maintain customs reference binder.

- Organize and maintain distribution order email and network folders.
- Document / update desk procedures.

### **Requirements and Qualifications**

#### **Essential Job Functions, Knowledge, Skills and Abilities:**

- Regular, reliable and punctual attendance.
- Strong problem-solving skills, with the ability to manage and prioritize multiple projects.
- Exceptional accuracy, organizational skills, and attention to detail.
- Ability to multi-task and adjust priorities to meet deadlines on short notice in an interruptive environment.
- Ability to work independently with minimal supervision.
- Strong interpersonal skills and demonstrated ability to build and maintain relationships at all levels of an organization.
- Excellent oral and written communication skills.
- Ability to demonstrate discretion, good judgment, tactfulness and diplomacy.
- Strong customer service skills with the ability to work successfully in partnership with DTC Sales, Distribution Sales, outside fulfillment warehouse, and distribution customers.
- Team-player and can-do attitude, flexible and cheerful in a rapid-growth, high-change environment.
- Demonstrated knowledge of MS Office, including Word and Excel.
- While performing the duties of this job, the employee will need to sit, stand, hear, listen and perform other actions typical of an office environment. The employee may also have to lift and/or move up to 50 pounds.

#### **Experience:**

- Minimum 2-3 years professional experience in customer service and inventory activities is a plus.
- Experience with Wine Direct, Microsoft Navision accounting software and wine industry experience are both a plus.

### **Compensation Profile**

The compensation package is competitive and includes bonus potential. Additional benefits include health, dental and vision care, a 401K program with employer match, term life insurance, paid time off (PTO) and paid holidays.

*Note: The statements herein are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. Other duties may be assigned.*