

Sales Coordinator (Part-Time)

Agajanian Vineyards & Wine Company | Napa Valley, California

Job Description

Join a company with a bold vision

Agajanian Vineyards & Wine Company is a third-generation, family-owned grape and wine négociant-merchant, advisor, and investment platform based in Napa Valley. Our vision is bold: **to become the largest and best grape and wine négociant-merchant in the world.**

We serve growers, wineries, private label brands, and strategic buyers by sourcing premium-to-luxury winegrapes and bulk wines across California, throughout the United States, and in select international markets. Our business is built on long-term relationships, integrity, market knowledge, responsiveness, and exceptional service.

Position Overview

We are seeking a highly organized, detail-oriented, and service-minded professional to join our team as a **Sales Operations Coordinator (Part-Time)**.

This role supports the daily flow of wine samples, inventory information, office coordination, and client-facing sales support that help connect our growers, winery clients, and buyers. It is an excellent opportunity for someone who enjoys logistics, organization, hospitality, client service, and the fast-moving world of premium grape and wine commerce.

The right candidate will take pride in keeping things moving smoothly, accurately, and professionally while helping support the relationships that are the foundation of our business.

Why This Role Matters

At Agajanian, samples are not just samples — they are often the beginning of a sale, a new client relationship, or a successful placement for a grower or winery partner.

This position plays an important role in how our company presents wines, responds to opportunities, supports our sales team, and serves clients with excellence. By keeping sample coordination, inventory data, and office support running smoothly, this role contributes directly to trusted relationships and successful transactions.

Key Responsibilities

Sample and Sales Operations (40%)

- Receive incoming premium bulk wine samples, label them accurately, and maintain the sample room in a clean, organized, and professional manner
- Request additional samples from processors and suppliers as needed
- Prepare, package, and ship outgoing samples via FedEx, UPS, or other carriers
- Pick up or deliver samples when required
- Coordinate and manage case goods associated with client and sales activity
- Communicate clearly and promptly with Agajanian team members regarding sample needs, timing, and follow-up

Database and Inventory Management (40%)

- Enter and maintain supplier data and current availability of grapes and wine
- Monitor premium bulk wine inventory changes, including sales activity and availability
- Alert the team when inventory is low, outdated, or in need of follow-up
- Update the **Bulk Wine Available List** and **Winegrape Availability List** on a weekly basis
- Enter client requests and demand information from sales representatives
- Prepare and distribute queries, reports, and support materials for the sales team as needed
- Maintain accuracy, consistency, and discipline in all company systems and records
- Adhere to all company procedures and requirements

Office and Client Support (20%)

- Maintain a professional office presence on **Monday, Wednesday, and Friday** in Napa
- Welcome walk-in clients and guests in a warm, polished, and service-oriented manner
- Answer incoming calls, take messages, and assist with follow-up as directed
- Keep the kitchen, lab, and sample areas clean, sanitary, and organized
- Recycle sample glass and help maintain a clean, efficient workspace
- Support client tastings in the conference room or lab
- Keep shipping and office supplies organized and stocked

Qualifications

- Positive attitude and strong team orientation
- Professional written and verbal communication skills
- Highly organized, detail-oriented, and dependable
- Self-motivated with the ability to manage multiple priorities and follow through consistently
- Proficient in Microsoft Office; experience with **ACT! CRM** is a plus

- Passion for wine and interest in the grape and wine industry preferred
 - Adaptable, resourceful, and open to learning in a dynamic business environment
 - Ability to lift and carry up to 45 pounds on a regular basis
 - Must possess a current driver's license; maintain current auto insurance and a clean driving record
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Schedule and Compensation

- **Part-time:** approximately **20–25 hours per week**
 - **Starting compensation: \$20.00 per hour** for a qualified college intern
 - Compensation may be **higher depending on experience, skill level, and industry background**
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What We Value

At Agajanian, we value people who are thoughtful, dependable, service-minded, and proud of doing things well.

We respect growers. We serve clients with urgency and professionalism. We believe long-term relationships are built through trust, follow-through, knowledge, and integrity. We are looking for someone who wants to be part of a company that values both excellence and relationships.

Opportunity

This role offers a front-row seat to the premium grape and bulk wine business and the opportunity to grow within a relationship-driven Napa Valley company with a long-term global vision.

If you take pride in organization, professionalism, hospitality, and supporting a high-performing team, we would love to hear from you.

How to Apply

Please email your **resume and cover letter** to **Riley@agajanian.com** and cc **Gary@agajanian.com**

