



AUSTRALIAN VINTAGE LTD

At Australian Vintage (AV), our purpose is to make the world a smaller place through sharing good times.

Australian Vintage is an ASX listed company and owner of the multi-award winning McGuigan, Tempus Two, Nepenthe and Barossa Valley Wine Company brands.

Leveraging our world-class assets and innovative know-how, in 2022 we expanded into spirits and ready-to-drink cocktails to diversify our portfolio and deliver products that consumers are demanding - from a world-first gin to a playful sustainable spirit and high-quality cocktail convenience.

We are proud to be committed to an ESG strategy that encompasses environmental impact and climate action, alongside social impact initiatives to support communities and good corporate governance. We have set an ambitious climate target – informed by current climate science – to achieve Net Zero carbon emissions by 2040 across the entire value chain. Our Buronga Hill winery and Merbein packaging facility are 100% powered by wind and solar.

Australian Vintage is proudly recognised by Mental Health First Aid Australia as an accredited Mental Health Skilled Workplace.

About the role:

AV is currently seeking an individual, with a strong customer focus, to join the team at our Merbein Packaging facility on a 12-month Part Time Fixed Term Contract (Mat Leave) basis - 3 days per week, Monday, Tuesday, and Wednesday.

Working in an open office environment, the successful applicant will be part of a close-knit administration team who are passionate about the work they do at AV.

Reporting to the Administration Supervisor and Export Supervisor, this position will see you play a key customer service role in all aspects global and domestic supply and sales.

Your primary duties will include:

Key responsibilities will include liaising with customers and sales personnel to ensure timely processing of sales orders including:

- Processing Bulk orders
- Vessel booking
- Liaising with customers, sales personnel, and multiple stakeholders to ensure timely processing of sales orders, completion of documentation.
- Undertaking any other general administration tasks as required



AUSTRALIAN VINTAGE LTD

Previous experience in administration and customer service is an advantage, coupled with excellent attention to detail and organisational skills supporting your success in this role.

We are looking for:

- **Communication skills:** We are looking for someone with strong communication skills who has the ability to build positive relationships within our business.
- **A team player:** We are looking for someone who thrives in a team environment where collaboration is at the forefront of day-to-day operations.
- **Computer literacy:** The ability to demonstrate sound computer skills is essential. Proficiency in the Microsoft Office Suite of applications must be demonstrated and transferrable skills with other business software systems is an advantage.

Australian Vintage Benefits:

We're proud to offer a strong benefits package that we know can make a big difference to work life and life outside of work.

- Primary carer parental leave offering 26-weeks paid leave
- Loyalty leave
- Birthday leave
- Volunteer days
- Further education and study support
- Mental health and wellbeing training and support
- Annual product allowance
- Options to purchase additional annual leave
- Sabbaticals and career breaks
- Continuation of superannuation while on paid and unpaid parental leave

Interested? Click the **APPLY NOW** button or email your resume and covering letter to talent@avlwines.com.au.

Applications close: Friday 29th March 2024 at 5pm EST

To learn more about Australian Vintage visit <https://www.australianvintage.com.au/> or specifically, our impact at <https://australianvintage.com.au/impact/>.



AUSTRALIAN VINTAGE LTD