

Position Title: Coordinator, E-Commerce

Location/Department: Bedford, CA / Direct to Consumer

Reports To: Manager, E-Commerce

Date: 1/11/11

Band: G

Job Posting #: 11-004

POSITION SUMMARY:

Responsible for website content management including copywriting, editing and uploading; imagery coordination, and back-end coordination between a minimum of seven websites.

RESPONSIBILITIES:

- Manages and maintains multiple e-commerce sites. (E-winery and Nexternal) Includes uploading of product data ,pricing and imagery; copywriting and editing, and general maintenance of websites links and information.
- Help develop and execute marketing plans, e-mails and website specials.
- Some responsibility for consumer inquiries, resolution and tracking.
- Maintains relationship with 3rd party fulfillment operation and interfaces with logistics coordinator.
- Acquires and maintains thorough knowledge of portfolio wineries and products.
- Creates and edits tasting notes, sales promotions, and other copywriting duties.
- Performs other duties as assigned by manager.
- Provides backup as requested for other team members as directed by manager.
 - Responsible for compliance with CWUS sustainability policies and practices which are economically viable, socially acceptable and environmentally sound. This is done by supporting programs at each location for conservation, energy efficiency, and recycling, which are critical for our operations to achieve tangible environmental results.
 - Safety-follow safe operating procedures, support safety programs and policies to safeguard personal safety, company property, environmental and team member's safety.

QUALIFICATIONS:

- High School Diploma/GED required, with some college coursework.
- Two years relevant wine industry experience required, customer service preferred

PHYSICAL REQUIREMENTS / OTHER

- Normal office environment with moderate noise levels, lifting of up to 40 lbs., regular walking, sitting, bending, twisting, standing and reaching
- Ability to perform consistent work on PC. Computer literate with extensive experience in Microsoft Office Suite.
- Position requires a lot of repetitive tasks on computer and on the phone - candidate must be able to sit for long periods of time

APPLICANT PROCEDURE:

All applicants must submit a cover letter with their resume to the following contact either electronically, by mail or facsimile:

Terry Cristani, HR Manager
7801 St. Helena Hwy., Oakville, CA 94562
terry.cristani@cwine.com

Constellation Wines U.S. is a division of Constellation Brands Inc., the world's leading wine company. Constellation Wines U.S.'s powerful portfolio of premium wines and spirits includes such iconic brands as Robert Mondavi, Clos du Bois, SVEDKA, Blackstone, Arbor Mist, Estancia, Ravenswood, Kim Crawford and Black Velvet Canadian Whisky. To learn more about Constellation Wines U.S. and its portfolio, visit www.cwine.com.