

Export

FRAGILE
HANDLE WITH CARE

MAIN JOBS IN THIS AREA

- Export Clerk
- Export Administration Manager

Usual entry point

- Export Clerk

What would help get a job

- Good appreciation of wine and understanding of the wine industry
- Mathematical aptitude
- Sales representative experience in a different industry
- Administration experience

What type of work

- Oversee and ensure all export orders are processed and despatched to the requirement of our customers
- Review customer contracts periodically
- Liaise with overseas customers, shipping companies, air and local transport companies, printing companies, Australian Wine & Brandy Corporation, banks, customs and excise, government authorities
- General planning and communication with overseas customers and agents
- Reconcile and approve for payment all export creditors accounts

What type of training

- Export Documentation
- Wine and Brandy Export
- Wine Appreciation
- Communication skills
- Selling skills
- Business management

Opportunities for promotion

- Export Administration Manager

What would help you succeed

- Could move from administration, sales or account management experience in the consumer goods environment
- Tertiary qualifications in marketing, economics or business; certificate, diploma or degree

Additional benefits in the work

- Opportunities for overseas travel

Wine Industry Career Pathways can be grouped into four main branches:

growing vines and grapes; making wine; marketing and selling wine and storing and distributing wine.



The pathways shown above are not necessarily linear and there are some opportunities for movement between different branches.



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