



KINGSTON
ESTATE WINES

Kingston Estate Wines is one of Australia's most progressive family owned wine producers who have achieved international recognition and success.

An exciting opportunity exists for two people to join one of Australia's largest wine suppliers to the domestic and international markets.

Trade Sample Co-ordinator

As part of the Laboratory team, this position is responsible for co-ordinating the Company's trade sample function for sales to the domestic and international markets and ensuring wine samples meet requested specifications and customer delivery deadlines. Specific tasks include preparing wine samples, managing the logistics of sample dispatch and supporting the Relationship Managers with customer queries.

The ideal candidate will have experience working within a winery laboratory and hold at least a Certificate III in Laboratory Operations (or equivalent). To be successful in this role, candidates will need to have a strong customer service focus, excellent organisational skills and a high level of accuracy and attention to detail. Additionally they will demonstrate the ability to thrive in a busy and productive environment while maintaining a professional approach to work. The successful candidate will enjoy the opportunity to take ownership of a function that supports an important aspect of our business. Demonstrated proficiency in Microsoft applications and EzyWine will be considered an advantage.

Applications close Friday 17 February 2012.

Export Logistics Co-ordinator

As part of the Commercial Trading team, this position is responsible for co-ordinating domestic and export wine orders including acknowledging and processing orders, organising export approvals and shipping, preparing export documentation and maintaining the dispatch database. The incumbent will be liaising regularly with freight forwarding companies and responding to internal and external customer enquiries.

The ideal candidate will have proven experience in an administration role, a strong customer service focus, excellent organisational skills and a high level of attention to detail. They will have the ability to build strong customer relations and be proficient in Microsoft applications. Experience in export logistics will be highly regarded.

Applications close Friday 10 February 2012.

General Information

For further information and to obtain an application form, visit our website www.kingstonestatewines.com (click on the 'about us tab') or contact the HR Co-ordinator Jackie Whitehead on 08 8583 0556. **To apply, please email your resume and covering letter along with the application form to applications@kewines.com.au by the closing date.**

