

## **Fine Wines Specialist, Clars Wines:**

Clars Auction Gallery, Inc. is the largest full-service auction house in Northern California. The company holds a two-to-three-day auction once a month. Clars Wines' Fine & Rare Wines Department is seeking a **Fine Wines Specialist**.

The applicant will assist with the many everyday duties of the department, including research and display of property, marketing, public relations, and administrative tasks, including the review of consignor statements, inventory control, and various customer service duties.

### Key Responsibilities:

- Prospect new business contacts/partnerships with retailers, restaurants, brokers, vineyards, and collectors
- Develop and maintain relationships with existing consignors
- Receive inquiries for incoming requests for evaluations while accepting and preparing consignments for auction
- Maintain and support the ongoing development of a database of customers
- Work with the Director of Marketing in business getting/development and sales for the department
- Attend marketing events

### Qualifications:

- Expert knowledge of fine wines
- Able to meet deadlines
- Excellent organizational and time management skills
- Good communication skills (both written and oral)
- Attention to detail, able to multi-task, as well as collaborate with teammates in other departments
- Previous wine and spirits experience is a must
- Previous auction experience is a plus
- Able to work monthly auctions
- Have a reliable source of transportation for out-of-office appointments

When applying, please submit cover letter with resume to [rick@clars.com](mailto:rick@clars.com).