



Public Relations Coordinator

Full-time Coordinator wanted for the Public Relations department of a major U.S. wine importer. Opportunity to learn the fundamentals of an in-house wine communications team and media relations.

We are seeking a professional with strong communication and organizational skills, as well as excellent problem-solving abilities. This is the perfect position for someone who is interested in learning about the wine business with hands-on experience at a dynamic company with a portfolio of luxury wines from around the globe.

Position Responsibilities:

- Assist with the shipping of wine samples to media, which includes assembling shippers, safely packing messenger deliveries, affixing labels or shipping documents and tracking all packages
- Track wine scores and news hits in top wine publications for over 50 brands in Terlato's Estate, Premier and Cru wine portfolios
- Order office supplies including shipping materials and wine samples
- Develop and track a magazine subscriptions database
- Assist with creative projects
 - Researching necessary items
 - Ordering product, packing and shipping
- Assist Public Relation Managers with all event prepping logistics
- Update wine rating databases, accolades databases, media databases and press lists
- Maintain and update office editorial calendars
- Assist Vice Presidents with processing expense reports as needed

Skills Needed:

- Excellent verbal and written communication skills
- Strong problem solving and organizational skills and the ability to work independently and make decisions without supervision
- Must be able to excel in a fast-paced environment
- Proficient in Excel, Word, PowerPoint and Outlook is a plus

Job Requirements:

- A passion for wine or a curiosity and desire to learn about wine PR
- 1 year of Public Relations experience is a plus (internship experience accepted)
- Bachelor's degree in Advertising, Marketing or Communications is a plus
- Ability to lift 15 to 35 pounds regularly
- Must be able to drive
- Must be 21+