

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 workOversee 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.
- General planning and communication with overseas customers and agents
- Reconcile and approve for payment all export creditors accounts

customs and excise.

government authorities

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

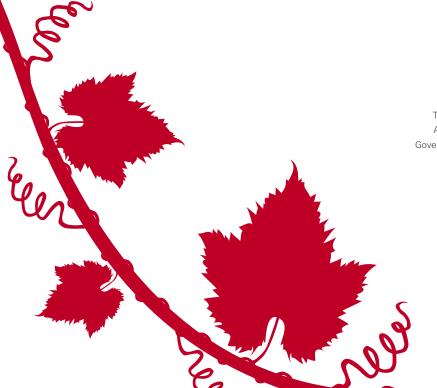
- Could move from administration, sales or account management experience in the consumer goods environment
- Tertiary qualifications in marketing, economics or business; certificate, diploma or degree

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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