



Juice Box is growing! Administrative & Client Services Associate

Seeking enthusiastic, detail-oriented general support person to join our team. The candidate will work with the Juice Box team in various capacities – a willingness to be flexible, an appreciation for efficiency, the ability to manage and troubleshoot projects through to completion as well as take initiative to solve challenges necessary.

This is a contracted role, and requires strong computer and digital skills. Flexibility in location for this role is offered – working from offices in Marin County, Sonoma or your own home at times. 15-20 hours per week to start, with opportunity to grow to 30+/week.

A SAMPLING OF THE EXCITING, ESSENTIAL DUTIES INCLUDE:

- Project management - collaborate with team on client projects, translate needs and tasks and ensure clients are kept up to date. Experience with Basecamp software desired.
- Gather industry research and information as necessary for client projects; aggregate and share findings and insight with team.
- Develop timely reports and perform analytics for digital marketing, wine club, tasting room and other sales and marketing executions. Familiarity with ecommerce and POS platforms for data reporting desired.
- Execute mailings (email) and correspondence with clients and prospects, using Outlook + CRM and email software applications.
- Work with graphic designer/s and developers to develop and maintain company materials (client presentations, graphics development, emails and more)
- Proofread and assist in the development of Juice Box contracts, blogs, white papers and presentations.
- Manage calendars and coordinate general office documentation.
- Support invoicing, payables, and expense coordination in QuickBooks.
- Other tasks and projects as requested.

EXPERIENCE & FAMILIARITY WITH THE FOLLOWING NEEDED:

- Excel, Powerpoint, Outlook, Word
- Email service provider tools (i.e. Vertical Response, MailChimp)
- Google Analytics, Google Docs, Google Sheets, etc.
- CRM or other database software (i.e. Salesforce, SugarCRM)
- Wine Industry POS, Ecom and other service providers (i.e. Vin65, VinSuite, ShipCompliant)
- Project management software (i.e. Basecamp)
- Document and file management tools (i.e. Dropbox, Box)
- Wordpress or other CMS/website administration tools