



Sales Operations Manager

WHO WE ARE:

Dry Creek Vineyard, one of Sonoma County's premier family-owned legacy wineries, is seeking a **Sales Operations Manager** to join our tight-knit team! Now in our 53rd year, we remain fiercely committed to our "No Compromises" philosophy — crafting appellation-driven, terroir-focused wines and cultivating relationships that last decades. As a 100% certified sustainable winery with a deep belief in collaboration, integrity and quality, we take immense pride in the wines we make and the people who help bring them to the world. If you value precision, partnership and purpose, you may be the perfect fit for us!

WHO WE'RE LOOKING FOR:

Are you the kind of person who sees a tangle of logistics and instantly starts sorting threads? Does your brain light up at the words "clean data," "accurate inventory" or "on-time delivery"? We're looking for a Sales Operations Manager who thrives behind the scenes — ensuring our distributor network runs smoothly, our numbers stay sharp and our sales team has what they need to succeed.

In this role, you'll be the operational heartbeat of our wholesale business. One day you might be troubleshooting an order issue for a distributor; the next, you'll be deep in sales analytics, uncovering performance insights; and the day after that, you might be coordinating export logistics or ensuring pricing is perfect across multiple platforms. You'll partner closely with Sales, Winemaking, DTC and Senior Leadership, acting as the connective tissue that holds our sales ecosystem together.

We're looking for someone who is proactive, analytical, detail-obsessed and calm under pressure — the kind of person who loves creating order, building systems and spotting the one thing everyone else overlooked. If you're energized by collaboration and motivated by accuracy, you'll thrive here.

RESPONSIBILITIES INCLUDE:

Logistics, Compliance & Accounting

- Process all wholesale orders, shipments and invoices for the winery.
- Maintain complete accountability of all wines as they move across channels.
- Troubleshoot order issues while delivering prompt, professional communication.
- Approve, track and process distributor billbacks and samples.
- Manage receivables and collections to ensure timely payment.
- Oversee logistics for export, cruise, airline and control markets, including compliance, special labeling, reporting and coordination with brokers/distributors.

- Keep product SKUs accurate and up-to-date across all platforms.
- Maintain inventory accuracy across all locations and warehouses.
- Manage state compliance in collaboration with external compliance partners; stay current on legislative requirements.
- Provide Winemaking with special labeling requests, case codes and related technical needs.

Sales Support

- Evaluate and optimize sales data tools (VIP/iDig/Pricing 2.0, iRi, SipSource, CaminoData) for effectiveness and ROI.
- Maintain Pricing 2.0/VIP platforms to ensure accurate pricing and product information.
- Deliver monthly reporting on operating plan performance, key variances and recommended actions.
- Improve processes and procedures to increase accuracy and customer service quality.
- Identify opportunities for operational efficiencies and support SOP development.

Sales & Pricing Support

- Act as the champion for all sales-related data portals (VIP/iDig/Pricing 2.0, Oeu, iRi, SipSource, CaminoData).
- Communicate pricing, programming, inventory, vintage changes, PO systems and commissions across all channels.
- Collaborate with the DTC team to ensure inventory supports shipment schedules and allocations.
- Track and report key performance metrics: shipments, depletions, incentives and more.
- Contribute to the implementation of new sales reporting and tracking systems.
- Manage samples, trade show forms, submissions/RFPs, and logistics for travel and export-related business.

KEY QUALIFICATIONS:

- B.S/B. A degree in Finance or Accounting, or equivalent.
- 2+ years in an inventory management and distribution/logistics role.
- 3+ years of wine industry experience.
- Highly skilled in Microsoft Office.
- Proficient with POS systems.
- Proficient in the following programs desired: VIP/iDig/Pricing 2.0, Oeu, iRi, SipSource, CaminoData.
- Thorough knowledge of state shipping compliance laws, Federal FDA requirements, and export laws and requirements.
- Must be highly detail-oriented and able to thrive in a fast-paced environment.
- Ability to identify areas where we can improve sales productivity and impact revenue, analyze, course correct, and implement as needed.
- Highly effective interpersonal skills; excels at relationship building and collaboration.
- Ability to learn new software programs with ease.

Ready to bring precision, clarity and operational excellence to a pioneering Sonoma County winery? If you're excited to be the behind-the-scenes champion who keeps our wholesale engine running, **send your resume and cover letter to careers@drycreekvineyard.com.**

California Pay Transparency: Annual salary range is \$75K-\$95K. Actual wage will be dependent upon candidate's experience and qualifications.