

Wine Lister is looking for a motivated, native-French-speaking Junior Account Manager to join its growing team

WHO WE ARE

[Wine Lister](#) was founded in May 2016 and has fast become a key player in the fine wine ecosystem, collaborating with the world's most prestigious wine producers and fine wine trade members, through its fine wine data analysis and strategic consulting.

WHAT WE DO

Using a first-of-its-kind data analysis model, Wine Lister helps wineries and other key players across the fine wine ecosystem to identify opportunities and issues, and works with them to design and implement creative solutions. Wine Lister's primary activity draws on its expertise and analysis to offer a range of bespoke consulting services to fine wine producers, providing strategic advice from distribution and pricing, to full-service strategic marketing, communications, and event organisation on the UK market.

JOB SUMMARY

Working directly with the Head of Clients & Marketing and other core members of the team, the successful candidate will play a crucial role in consulting to French fine wine producers - curating and managing their strategic marketing and communications projects. The successful candidate should be passionate about fine wine and keen to work with those that produce, sell, and write about it. In order to conduct the day-to-day running of specific accounts, they will need to be a native-level French speaker, also able to converse and write fluently In English.

- **Position:** Junior Account Manager
- **Location:** Victoria, London
- **Start date:** January 2023
- **Salary:** From £24,000 per annum, dependant on experience
- **Perks:** Access to fine wine tastings and other events, potential WSET sponsorship

ROLES AND RESPONSIBILITIES

- **Strategic consulting:** Curating and executing strategic marketing and communications projects on behalf of Wine Lister's French-speaking clients (directed to an English-speaking audience), including planning annual PR activities and monitoring their successes
- **Translation:** Regular translation of marketing, consulting, and other materials into French
- **Sales:** Help to market Wine Lister's services, create bespoke sales proposals, and ultimately secure new collaborations with French wineries
- **Content creation:** Assisting the Head of Clients & Marketing with the creation and sending of French communication content to Wine Lister's email database

SKILLS REQUIRED

- **Client-facing skills:** possessing the confidence to management client relations and past experience in strategic PR and communications work – with a specific understanding of the fine wine market / press in order to best advise our clients
- **Excellent copywriting and proofreading skills:** a proven track record of high-quality French writing experience
- **Computer skills:** general computer literacy, including proficiency in Microsoft Office (in particular Excel), and ability to grasp use of email marketing platforms (e.g. Mailchimp)
- **European languages:** native-level French and fluent English are required. Italian would be an advantage

ATTRIBUTES REQUIRED

- **Highly literate:** being able to write engaging, creative content on behalf of Wine Lister's consulting clients
- **Organised:** highly focused, methodical, and rigorous, with precise attention to detail, and excellent time management and prioritisation skills
- **Problem-solving:** able to think on his / her feet to come up with solutions
- **Self-starting:** able to take initiative, recognise what needs doing, and be motivated to act on it

EDUCATION & EXPERIENCE

- Top grades at high school (A at A-Level or equivalent) and relevant degree
- Pre-existing knowledge of / genuine interest in learning about wine, in particular the fine wines of Bordeaux, Burgundy, Champagne (also Italy, Germany, Spain, California, etc.)
- Prior experience in a similar marketing or communications role, and/or in the fine wine trade
- Previous business experience and involvement working within a close-knit team

HOW TO APPLY

Please send your CV and cover letter to Tara Albini at tara@wine-lister.com