



**Job title:** Client Manager

**Company:** Noble Rot

**Location:** Battersea, London

**Deadline:** 23 June 2017

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### **Job Description**

We are a bespoke Fine Wine investment company and work closely with our clients to invest in Fine Wine, principally as an asset, through our website [www.finewineinvestment.com](http://www.finewineinvestment.com). We are looking for someone passionate and driven to join our team as the company grows, working closely with the executive manager on administrative tasks and generating & managing new client leads.

As this post deals with Fine Wine, an interest in and some knowledge of the subject is necessary. WSET Level 3 or 2 is preferred but not essential.

### **Responsibilities**

- Responding promptly to leads & enquiries by phone and email
- Maintaining the client database
- Build sustainable relationships of trust through open and interactive communication
- Putting together occasional Fine Wine offers
- Assisting the Executive Manager as and when required

### **Candidate Requirements**

- Experience of database management & administrative tasks
- Self-motivated with good MS Office Suite skills
- A confident salesperson, both over the telephone and face to face with clients
- Excellent time & task management
- Interest or enthusiasm for wine
- Good energy and personal skills
- Good attitude and a hands-on approach
- Attention to detail

This is an ideal entry level job to into the Fine Wine world in a small but growing company. The successful candidate will undergo a three-month internship period before a permanent position will be offered.

Interested candidates should direct CVs and covering letters, as well as any questions about the role to [dominic@noblerot.org](mailto:dominic@noblerot.org). Candidates are encouraged to find out more about the company via our website and our Fine Wine Investment guide.