

Director of Operations

Juan Lobo Tequila Company

JOB DESCRIPTION:

We are seeking a highly organized and detail-oriented Operations Manager to join our team at a dynamic tequila company. You will be responsible overseeing, optimizing, and managing the execution of the day-to-day needs of the business from an operations and supply chain perspective. The Director of Operations will be a leader for our existing operations and continue to build a world-class team as we scale.

As the Director of Operations, you will play a crucial role in managing inventories, warehousing, licensing, importation, customs, accounts receivables/payables, dry goods management, vendor relationships, purchase orders, freight contracts, special projects, and distillery relations. This position offers flexibility and the opportunity to work 50% remotely.

RESPONSIBILITIES:

1. Inventory Management, Forecasting, And Vendor Relations

- Maintain proper and accurate counts of all dry goods and forecast needs for upcoming tequila production events to prevent shortages and overstock situations
- Keep consistent and accurate records of Juan Lobo Tequila product from distillery to warehouse to depletions across all open states/markets.
- Implement strategies for inventory optimization and cost control.
- Develop and maintain strong relationships with vendors, ensuring timely delivery and quality products.
- Negotiate favorable terms and agreements with vendors to optimize costs.

2. Storage and Warehousing Management

- Maintain professional relationships with all storage facilities and warehouses, from the distillery to the bonded warehouse to the various markets' storage facilities
- Implement strategies for inventory optimization and cost control.

3. Compliance and Licensing:

- Ensure all proper licenses are up-to-date, in good standing, and submit required reports to maintain good standing
- Ensure timely payment of taxes at importation
- Facilitate new product rollouts with label compliance and assist with license submissions and approvals

4. Invoicing and Payables:

- Review and process vendor invoices, verifying accuracy and adherence to contractual agreements.
- Ensure timely payment of invoices while managing cash flow efficiently.
- Create and manage purchase orders for inventory and supplies.
- Send a weekly report of Accounts Receivable to leadership

5. Freight and Logistics:

- Maintain existing relationships and seek new opportunities for freight and transportation services throughout the process of tequila production, shipping to the states, and distribution channels
- Work closely with Customs Broker to maintain proper compliance and transit requirements

- Facilitate transport services throughout the process from distillery to warehouse to distribution channels.

6. Distillery Relations:

- Proactively maintain a positive and professional relationship with our distillery family
- Work closely with distillery to plan production processes
- Schedule and plan production trips for all parties involved
- Utilize negotiation tactics and professional business acumen to handle pricing conversations between distiller and internal team

7. Communication:

- Maintain clear and open communication with internal teams and vendors.
- Provide insights to support decision-making and cost analysis.

8. Operations Efficiency:

- Streamline operational processes to enhance efficiency and reduce costs.
- Identify areas for process improvement and implement solutions.
- Address and resolve operational issues promptly.

Requirements:

- Proven experience in operations management, preferably in the beverage or alcohol industry.
- Must be fluent in Spanish.
- Proficiency in all Microsoft suite programs such as Excel, Word, PowerPoint, etc.
- Familiarity with Quickbooks.
- Strong organizational and multitasking skills.
- Proficiency in using digital tools for remote work, including phone communication.
- Excellent communication and vendor management abilities.
- Attention to detail and analytical thinking.
- Exceptional team management and project management skills.
- Flexibility to adapt to changing priorities and business needs.
- Strong problem-solving skills.
- Positive attitude and passion for their work.
- Bachelor's degree in business, supply chain management, or a related field is a plus.

Salary: Competitive, commensurate with experience.

If you are a motivated and detail-oriented professional with a passion for operations and the tequila industry, we invite you to join our team and contribute to the success of Juan Lobo Tequila. Please submit your resume and cover letter outlining your relevant experience to juanlobo@juanlobotequila.com