



## *Archer Roose*

### **VICE PRESIDENT OF OPERATIONS**

**MANAGER LOCATION:** Boston, MA (Flexible on location for the right candidate)

**SCHEDULE:** Full-time

### **COMPANY OVERVIEW**

If you love wine and are interested in being part of an innovative company building a sustainable craft brand in the highly competitive wine industry – we want to talk to you. We're looking for a boundary pusher and the unconventional leader to help our fast growing company take our operations to the next level.

Since launching our brand on JetBlue this past year, we've been growing fast. This why we are looking for a versatile VP of Operations to report directly to the Founder/CEO and lead our wine production, supply chain, human resources, finance and compliance functions.

If joining an energetic, fun and creative team sounds like something that gets you excited, consider the job below.

### **JOB DESCRIPTION**

- You will play a key role in shaping all winemaking operations including sourcing, winemaking, and brand/package design.
- You will manage a global supply chain of wine from 5 countries, packaged across multiple winery facilities, and shipped DTC or through the traditional 3T, and you also manage a 3 location (domestic and international) call center.
- You will have ~3 full time employees reporting to you and manage four winemakers in our network.

### **JOB RESPONSIBILITIES:**

- Reviews and approves adequate plans for the control of planned outputs, budget spending, labor efficiency, material efficiency, engineering effectiveness, customer service, and order entry efficiency, along with human utilization
- Reviews performance against operating plans and standards
- Provides reports to subordinates on interpretation of results and approves changes in direction of plans
- Presents monthly reports on performance as requested by the Founder/CEO
- Develops and presents to the CEO the matters requiring a decision
- Develops and recommends corporate operations policy within the Operations Department
- Defines and recommends objectives in each area of Operations
- Develops specific short-term and long-term plans and programs, together with supporting budget requests and financial estimates
- Reviews and approves cost control reports, cost estimates, and manpower and facilities requirements forecasts



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- Coordinates and collaborates with other departments of the corporation in establishing and carrying out responsibilities
- Reviews and approves the setting of budgets throughout the Operations Department
- Reviews and approves Operations major projects involving major functional changes within the Department's functional areas
- Develops plans for new areas of technology for the manufacturing functions along with sufficient planning for areas that support the mission of the Corporation within Operations

### **Managerial Responsibilities**

- Issues specific annual objectives to immediate subordinates and reviews objectives of the Operations management
- Selects and maintains qualified personnel in all positions reporting directly and recommends compensation for them
- Directs, monitors, and appraises the performance of units immediately reporting and provides the necessary coordination between activities
- Identifies training needs, initiates development of subordinates, and recommends effective personnel action
- Maintains appropriate communications within area of responsibility
- Keeps employees informed as to company/department plans and progress
- Coordinates activities of assigned units with those of other company units; Seeks mutual agreement on problems involving coordination
- Consults with all segments of management responsible for policy or action; Ensures compliance within area of responsibility and makes recommendations for improving effectiveness of policies and procedures
- Reviews and endorses or revises budget proposals received from direct reports; Submits budgets for assigned activities in accordance with the budget procedure
- Approves budget expenses up to authorized dollar amounts
- Assumes other activities and responsibilities from time to time as directed
- Provides orientation and on-the-job training for subordinates and ensures that the authority and responsibility for each position are defined and understood
- Ensures that duties, responsibilities, and authority and accountability of all direct subordinates are defined and understood

### **JOB REQUIREMENTS:**

- Sound administrative skills, well-developed management skills with both principles and people
- Strong analytical, numerical, and reasoning abilities
- Well-developed interpersonal skills
- Ability to get along with diverse personalities
- Ability to establish credibility and be decisive — but able to recognize and support the organization's preferences and priorities
- Good communication skills, written, and verbal
- Results oriented with the ability to balance other business considerations



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- BS or BA in Business or related field
- MBA preferred
- 5-10 years experience in managerial operations role with a supplier of Wine, Beer, or Spirits company
- A minimum of 3 years as a Vice President of Operations for a supplier with the responsibilities of producing, purchasing, inventory control, production control, and engineering, as well as shipping, receiving, forecasting and warehousing

### **TO APPLY**

Please email Founder & CEO Marian Leitner-Waldman at [Marian@archerroose.com](mailto:Marian@archerroose.com).