



TAYLORS®
CLARE VALLEY

OPERATIONS MANAGER

JOB & PERSON SPECIFICATION

JUNE 2018

Position Description: Operations Manager

Our Vision: 'To be Australia's best wine company and proudly family owned'

REPORTS TO:	General Manager of Winery Operations	DEPARTMENT:	Winery - Production
PRIMARY PURPOSE:	To contribute to sustained organisational success via effective management of our packaging operations.	COMPANY VALUES:	<p>Respect: Exhibit our family owned culture via mutual respect and trust in all members of the Taylors team.</p> <p>Integrity: Operate with the highest ethical standards, never compromising the truth.</p> <p>Performance: Be passionate and disciplined to consistently deliver high performance outcomes.</p> <p>Partnership: Deliver mutual benefits to our valued partners, customers, the environment and the communities we serve.</p> <p>Innovation: Seek excellence in all quality aspects of the business through embracing continuous improvement and renewal.</p> <p>Recognition: Acknowledge our people for their achievements and celebrate our success.</p>
DIRECT REPORTS:		KEY RELATIONSHIP INTERACTIONS:	
<ul style="list-style-type: none"> • Production Supervisor • Planning and Supply Chain Supervisor • Planning and Supply Chain Officer 		<ul style="list-style-type: none"> • Winery managers and their teams • New Product Development Manager • Chief Financial Officer • External suppliers 	
KEY RESULT AREAS	KEY TASKS / ACTIVITIES		
Risk Management	<ul style="list-style-type: none"> • Comply with the responsibilities and expectations outlined for the position within PRO-TW-RM-00003 Roles and Responsibilities. • Implement relevant actions within management system plans. 		
People	<ul style="list-style-type: none"> • Build and continuously develop a positive workplace culture based on accountability and organisational values. • Manage the performance of direct reports to ensure business and departmental objectives are delivered in a timely and efficient manner. 		
Planning	<ul style="list-style-type: none"> • Partner with the Planning and Supply Chain Supervisor in order to create and communicate the production schedule in line with domestic and export sales demands. 		
Production	<ul style="list-style-type: none"> • Ensure that the bottling line operates within agreed efficiency parameters, via maximising packaging throughput whilst optimising labour usage. • Manage costs within budgeted parameters. 		
Logistic and Warehousing	<ul style="list-style-type: none"> • Ensure that all dry goods are delivered on time and in full in order to meet the demands of the production schedule. • Manage stock holdings and ensure that a high degree of stock accuracy is maintained and recorded within SAP. 		

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Procurement	<ul style="list-style-type: none"> • Tender and recommend the most appropriate supplier for all dry goods. • Manage the administration of and adherence to contracts. • Partner with our suppliers to ensure that relationships are mutually rewarding. • Manage costs within budgeted parameters.
Artwork	<ul style="list-style-type: none"> • Manage the artwork approval process in accordance with PRO-AU-FS-00014 Label and Artwork Design and Approval and liaise with suppliers regarding artwork setup. • Partner with the New Product Development Manger to ensure that the balance is maintained between optimising line efficiencies, cost of dry goods and artwork design.
Project Management	<ul style="list-style-type: none"> • Manage projects to ensure that projects are delivered on time, on budget and with the features and functionality specified by the project stakeholders.
Skills and Qualifications	
<ul style="list-style-type: none"> • Tertiary qualification in logistics, engineering or related disciplines are highly desirable • Significant experience in a similar role • Experience in a Food safety certified business 	



HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed by email to 22807@hender.com.au

Telephone enquiries are welcome and may be directed to Andrew or Gill Manser on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.