



Operations Manager – Job Description

Roebuck Estates is a premium producer of exceptional sparkling wines and we are seeking an Operations Manager to work closely with the management team and be responsible for the complete supply chain from disgorgement and labelling at our partner wineries, through to the final delivery of our wines domestically and in international markets. The role will report into the Finance Manager, but will be expected to liaise regularly with internal and external stakeholders.

The ideal candidate will be detail driven, with outstanding MS Excel skills, and used to working in a busy environment with changing priorities. Proactive and hardworking, they will need to be comfortable working to deadlines and have strong written and verbal communication skills as they will be liaising with a variety of people, often at a high level. This position requires someone with excellent problem solving and organisational skills, along with an ability to learn and interpret regulations in different international markets.

Operations Manager Key Responsibilities:

- Utilisation of forecasts to create and execute production schedules with partner wineries to ensure continuity of wine stocks, both domestically and for overseas markets
- Management of dry goods stocks; timely availability and minimisation of waste
- Responsibility for compliance with legal framework in domestic and international markets for labelling and registration
- Creation and provision of accurate stock and depletion reports for sales team
- Stock control of finished wine stocks
- Execution of trade sales process, from purchase order to customer delivery across all markets
- Working with Finance and Marketing to assist in ongoing projects
- Assist with direct to consumer order processing

Operations Manager Skills and Experience:

- Accuracy and attention to detail
- Proficient in MS Excel and confident with Outlook, Word, and PowerPoint
- Excellent communication skills – both oral and written
- Ability to multi-task, manage time effectively and work to tight deadlines
- Willingness to learn and develop knowledge
- Logistics and export experience would be helpful but not essential
- Wine knowledge an advantage

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Upperton Farm Tillington Petworth West Sussex GU28 ORD 01798 263123 hello@roebuckestates.co.uk



Compensation & Benefits:

- Competitive salary, subject to experience
- Generous holiday allowance
- Company Pension scheme
- Company Healthcare scheme
- Discretionary bonus scheme
- Preferential staff and friends & family discounts

The role will be based within reasonable proximity of Petworth. This is a full time role but part time could be considered for the right candidate.

If you are passionate about wine, have a strong work ethic and want to immerse yourself in a dynamic and rapidly growing business and category, then we look forward to hearing from you and hopefully welcoming you into our growing team. To apply, please email your CV and a covering letter to careers@roebuckestates.co.uk Depending on the number of applicants, we reserve the right to interview from a shortlist. The closing date for applications is Monday 4th March 2024.

ABOUT ROEBUCK ESTATES

Located near Petworth in West Sussex, Roebuck Estates was founded by Michael Smith and John Ball, whose belief in the potential of the English wine industry sparked several years spent searching for and acquiring the perfect vineyard sites. Today, the Company owns and manages multiple vineyards throughout Sussex and produces award-winning English sparkling wines which are sold in the UK and distributed globally. Roebuck Estates maintains its focus on crafting traditional method sparkling wines from the classic Champenoise varietals: Chardonnay, Pinot Noir and Pinot Meunier.

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Roebuck Estates is a company of Southern England Wines (UK) Ltd Amelia House Crescent Road Worthing BN11 1QR UK Reg in England & Wales Co No: 10077464