

**Job Title:**

Bottling Operations Manager

**Position Summary:**

Manages the operations and activities of staff for all winery bottling.

**Essential Duties and Responsibilities:**

- Oversee all activities associated with wine bottling.
- Create a staffing and capacity plan for bottling line.
- Create and maintain components of the Quality Management Systems for Bottling Operations.
- Conducts on-going assessment of packaging quality control and operational procedures.
- Collaborate with the Supply Chain to create and adhere to the short-term bottling schedule.
- Lead daily Production Meetings and communicate with other departments the status of Bottling Operations.
- Ensure that packaging standards meet established guidelines.
- Collaborate with Maintenance Manager to ensure that all equipment is in good working order.
- Interact with clients, supervisors, peers and subordinates in a professional manner.
- Create and maintain a training program to ensure employees are properly prepared for their jobs.
- Facilitate routine meetings to communicate results to Bottling Team.
- Hires, trains, develops, motivates, rewards and disciplines assigned staff.
- Evaluates employee performance and creates development plans for the team.
- Ensures staff follow safety guidelines and procedures.
- Have thorough knowledge of Employee Handbook and enforce all company policies, procedures and safety rules.
- Participate and recommend in acquisition of new bottling equipment.

**Qualifications:**

- Five years of experience in a leadership role.
- Strong interpersonal skills.
- Demonstrated proficiency in leading, directing, supervising and motivation of subordinates.
- Commitment to excellence and high standards.
- Excellent written and oral communication skills.
- Excellent mathematical skills.
- Have a good working knowledge of Excel and Word.
- All other tasks as assigned.
- High school graduate, seven years minimum related manufacturing experience.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow.
- Proven ability to handle multiple projects and meet deadlines.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Good judgment with the ability to make timely and sound decisions.
- Ability to work with all levels of management.
- Proficiency in speaking/writing Spanish a plus.
- Ability to lift up to 40 lbs

**Physical Demands:**

<b>Stand</b>	F	<b>Lift/Carry</b>	
<b>Walk</b>	F	10 lbs or Less	F
<b>Sit</b>	F	11 – 20 lbs	F

<b>Handling/Grasping (repetitive motions)</b>	O	21 – 50 lbs	F
<b>Reaching Above Shoulder</b>	O	51 – 100 lbs	R
<b>Reaching Outward</b>	O	Over 100 lbs	R
<b>Climb</b>	R	<b>Push/Pull</b>	
<b>Crawl</b>	R	12 lbs or Less	F
<b>Squat or Kneel</b>	O	13 – 25 lbs	F
<b>Bend</b>	O	26 – 40 lbs	F
<b>Working at the computer</b>	C	41 – 100 lbs	R
<b>Driving</b>	O	<b>Near Vision</b> (closer than arm’s length)	F
<b>Respirator Use</b>	O	<b>Far Vision</b> (farther than arm’s length)	F
<b>Other Personal Protective Equipment Use</b>	O	<b>Color Vision</b>	N

**Legend:**

<b>N</b> (Not Applicable)	Activity is not applicable to this occupation.
<b>R</b> (Rarely)	Occupation requires this activity several times a month (not daily)
<b>O</b> (Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5hrs/day)
<b>F</b> (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5-5.5 hrs/day)
<b>C</b> (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities. Other tasks may be assigned as needed.

**Reasonable Accommodations Statement:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

To apply please send resume to:

[Staffing@purplebrands.com](mailto:Staffing@purplebrands.com)

