



Position: Project & Procurement Manager

Hours: 8:00 am – 4:00 pm

Days: Monday through Friday

Reports to: Executive Director of Distillery Operations in support of VP Brand Sales & Marketing

Company/Location Overview

The Bardstown Bourbon Company is a celebration of the art of making whiskey. No secrets, mythical stories, or fabricated legends. We celebrate the craft of making great whiskey and the Bardstown community that brings bourbon to the world.

Set on 100 acres of active farmland in the heart of the Bourbon Capital of the World in Bardstown, KY, Bardstown Bourbon Company drives innovation, while honoring the traditional art of making bourbon. We produce the highest-quality, authentic Kentucky bourbon, whiskey, and rye brands as well as offer custom whiskey production through our one-of-a-kind Collaborative Distilling Program.

We are the first Napa Valley-style destination on the Kentucky Bourbon Trail to provide a full-service culinary experience at our Bottle & Bond Kitchen and Bar. Here, our visitors enjoy comfort food, exceptional salads, and farm fresh meats and cheeses. Our bar offers a creative cocktail program, whiskey and vintage spirits library, curated wine collection, and a selection of local draft beers. Bottle & Bond is the perfect foundation for a memorable afternoon or evening.

For more information, please visit www.bardstownbourbon.com.

Job Summary

As a Project and Procurement Manager, your main objective is to coordinate and procure the goods required to successfully launch all new products at Bardstown Bourbon Co. in close partnership and collaboration with the Brand and Creative Team.

The successful candidate will coordinate and procure the materials required to successfully launch all new branded products at Bardstown Bourbon Co. The position includes direct responsibility for establishing and maintaining relationships with key vendors, negotiating most favorable pricing and terms for materials, managing a stage-gate process for product and packaging development from concept to completion, and ensuring all federal, state and in-house distributor registrations are completed in a timely and compliant manner in advance of their commercialization.

Job Description/Responsibilities

- Place, actively track and maintain updates for all open purchase orders (PO's) for New Product Development (NPD) in an order management system and project plan; inform cross-functional teams of any delivery changes in a timely manner with sense of urgency
- Support Brand, Creative and Distilling team in overseeing new product launch timeline and replenishment lead time



- Key operational contact with suppliers for all New Product Development
- Ensure accuracy of all invoices for finished goods production and collaborate with Finance/AP on timeliness and accounting compliance
- Mitigate delivery risk through problem solving independently but know when to escalate when required
- Understand demand to support required inventory levels for launch in all distribution network and channels
- Negotiate pricing with vendors to achieve COGS optimization
- Responsible for insuring all non-turnkey components and packaging arrive at bottler in a timely manner to meet finished goods production completion date
- Ensure seamless day-to-day execution of production at 3rd party sites, including:
 - Submitting necessary documentation for production and compliance
 - Coordinating with materials manager and master planner to ensure dry good availability and quality
 - Tracking production adherence, conducting root cause analysis for any shortfalls and implementing course-corrective actions
 - Identifying cost-improvement opportunities
- Establish new processes and improve existing ones for managing co-packaging partners
 - Work with quality to define and communicate standards, reporting processes and issue resolution, as well as conduct on-site inspections and audits
 - Institute weekly production performance reviews with suppliers, as well as monthly reviews with internal management
- Support the Distilling team in identifying, negotiating, qualifying and auditing new co-packers based on evolving business needs and capabilities over time
- Coordinate with supplier and other internal functions (i.e., Packaging Technology, Materials Management, Procurement) to establish and deliver against NPD timelines
- Ensure all Regulatory and Legal quality compliance documents are prepared, submitted, and maintained accurately: Responsible for the registration of new products with the Trade & Tax Bureau (TTB), various state agencies (ABCs) and internal systems of assigned wholesalers
- Manage on and off-site barrel inventories
- Support Brand team in forecasting barrel volume required (dump schedule) to meet finished case good requirements
- Manage additional projects as assigned that promote process improvements and product management
- Position will expand in scope to include responsibilities in developing and implementing BBC on-site bottling capabilities.
- Other duties as assigned

Requirements and Qualifications



Skills:

- Strong project management skills
- Ability to review cost/quantity choices and make cost effective decisions.

- Strong problem solving, negotiation, and analytical skills
- Exceptional interpersonal and both written and oral communication skills
- Multitasking is required to handle multiple projects on time, meeting deadlines and commitments demonstrating initiative and follow through
- Proficient PC skills: Word and Excel

Knowledge:

- Consumer good manufacturing & labeling
- Advanced consumer packaged goods packaging knowledge a plus
- Working knowledge of Bills of Material and Planning Parameters required
- Working knowledge of Alcohol Beverage Regulations and Compliance highly preferred
- Familiar with the Mac Platform and Adobe Creative Cloud suite

Experience:

- 3+ years production or purchasing experience (Consumer Packaged Goods preferred)
- 2+ years project management experience
- Bachelor's degree required
- Alcohol Beverage Industry Experience

The Bardstown Bourbon Company is committed to equality of opportunity in all aspects of employment. It is the policy of The Bardstown Bourbon Company to provide full and equal employment opportunities to all employees and potential employees, without regard to race, color, religion, national or ethnic origin, veteran status, age, gender, gender identity or expression, sexual orientation, genetic information, physical or mental disability or any other legally protected status.