

BUSINESS OPERATIONS MANAGER

GENERAL

- Work Location: Paso Robles, CA
- Full time position, exempt
- The Business Operations Manager reports to the President and works in close cooperation with the Vineyard Manager and other task oriented teams

JOB DESCRIPTION

1. Planning

- Preparing annual operating plans for VMI and the individual vineyards (clients) in cooperation with Vineyard Manager and President
- Supporting Vineyard Manager with weekly work scheduling and harvest planning

2. Vineyard Management - Technical

- Organizing and managing SureHarvest program application including data entry and analysis
- Training of vineyard staff with SureHarvest applications, coordinating data collection
- Organizing and completing the collection, analysis and presentation of vineyard data
- Scheduling and performing of groundwater table measurement at all wells managed by VMI
- Maintaining database on water tables, cost of well maintenance & repairs and overall water cost
- Updating of all vineyard maps on a continued basis, maintaining custom maps
- Maintaining database of harvest activities and yield statistics

3. Equipment and Repair Shop Operations

- Maintaining efficient cost control for all custom operations integrating SureHarvest
- Maintaining up-to-date equipment inventory and repair cost tracking system
- Planning of equipment purchases based on needs of Vineyard Manager

4. Vineyard Operations / Operation of VMI – Financial

- Supporting Vineyard Manager with the procurement of goods and services
- Controlling cost for individual vineyard operations and VMI
- Reviewing Accounts Payable and Receivable invoices
- Reviewing job cost allocation to individual vineyards
- Updating proprietary cash flow management reports including income and expense forecasting for clients and VMI

5. Reporting & Administrative

- Preparing of expressive written monthly and quarterly progress reports for vineyard clients
- Supporting Vineyard Manager in communication with clients, wineries and vendors
- Performing administrative work related to agency representation of land owners such as review of land taxes, financing, government reports and relations to property neighbors

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree in Ag-Business or degree in viticulture/agriculture with additional business education.
- Minimum of five years practical experience in all aspects of vineyard operation & management or general farm management
- Solid background in accounting and financial planning
- Completed coursework of ASFMRA or similar training is an advantage
- Efficient and detail oriented, solid organizational and administrative skills
- Very strong computer skills, including Excel and other Microsoft Office software, experience with mapping programs and database management software
- Excellent written communication skills (report writing)
- Spanish language skills: Conversational level
- Available for irregular work hours during harvest and as required during growing season
- Must provide own vehicle and cell phone

Please send resume to: Viticultural Management, Inc.
Attn. Human Resources
P.O. Box 699
Paso Robles, CA 93447
E-Mail to: jobs@vinarobles.com

No phone calls, please

All cover letters and resumes must be submitted in PDF format

ABOUT VMI

VMI = Total Vineyard Care

We are a full-service vineyard management company based in Paso Robles in the heart of California's Central Coast wine country. We offer total vineyard care through site development, management, consulting and geographic information systems. Our roots run deep on the Central Coast, and we are passionate about the region and its vineyards. This is where you will find us, ready to grow your success from the ground up.
