



COLDSTREAM
— C L E A R —
DISTILLERY

Supply Chain Manager

Truro, Nova Scotia

Expected Start Date: July, 2022

Coldstream Clear Distillery is a local leader in the fine spirit and ready to drink beverage industry. Coldstream is looking for an analytical, success driven individual to join their growing local success story, in the capacity of Supply Chain Manager.

The doors to the original Coldstream Clear Distillery opened in September 2015 and today's operation holds true to the original vision: to create, share, and enjoy the social experiences of the world through our exceptional spirits. From taste to packaging to service, we want to exceed your expectations. Our handcrafted products redefine world class quality at a price that will pleasantly surprise you.

We pride ourselves on creating spirits that are worth looking forward to, spirits that go above and beyond your expectations and are genuinely superior to what's typically available. If you bring that same passion to the execution of your responsibilities as a Supply Chain Manager and want to be a part of the Coldstream family, then we want to hear from you.

In this new role, we are looking for a professional, interested in rolling up their sleeves, and getting actively involved in supporting the success of Coldstream now and into the future. The ideal candidate will actively work to develop process and structures, while leading the effective implementation and integration of various technology platforms that support the business. In joining our team, you will contribute timely and accurate business insights.

Job Summary:

The Supply Chain Manager at Coldstream Clear Distillery will manage the facilitation of supply chain operations with a focus on inventory, shipping/receiving and general warehouse duties. The primary responsibility of the Supply Chain Manager is to manage inventory (macro & micro) eg. As a whole, and per location. Manage supply sources, manage transportation of supplies, purchase materials and services to support manufacturing and anticipated demand. The Supply Chain Manager will develop inventory management processes, protocols, and practices to ensure proper redundancy to support growth and demand spikes; maintain a vendor roster; introduce improvements and upgrades; and ensure alignment with scheduling and logistics.

Essential Job Duties and Responsibilities:

- Able to negotiate with and influence vendors to maximize service performance, control costs, and establish long term partnerships.
- Ownership of maintaining inventory levels within pre-determined limits
- Assist in onboarding new suppliers
- Coordinate with Production Manager to manage delivery schedules
- Analyze and evaluate supply chain improvement opportunities
- Assist accounting with receipt and invoicing discrepancies
- Design and support implementation of end-to-end supply chain operational methods
- Lead problem-solving activities from identification, analysis, through to resolution
- ability to work in a deadline-driven work environment, attention to detail, and ability to multitask.
- Create purchase orders for current and forecasted demand, follow-up with vendors to ensure purchase orders have correct price, freight charge, pickup and delivery date
- Accountable for ensuring all raw materials are at production site to maintain uninterrupted production schedule

Education and Experience:

- Operations in food and beverages: 3-5 years
- Inventory control: 3-5 years
- Purchasing: 3 years
- Logistics: 3 years
- Microsoft Excel: 3 years

Knowledge, Skills, and Abilities:

- Inventory Control
- Purchasing and Budgeting
- Analyze monthly reports
- Strong communication skills, both verbal and written
- Initiative, ability to stay focused on results despite changing conditions
- Ability to lead change, problem solve, negotiate, and work with teams as well as independently
- Strong hands-on knowledge of PC operating systems

Software Used (But Not Limited to):

- Ekos
- Hubdoc
- Microsoft Office Suite specifically Outlook, Word, Sharepoint, and Excel
- Smartsheet

Hours of Work:

- Permanent, fulltime position; 75 hours bi-weekly

Benefits:

- Dental, Medical, Vision + more

To apply please email jobs@coldstreamclear.com with the subject line 'Supply Chain Manager' with a resume and cover letter.