Job Description

Rahr Hop Company/BSG Hops

Position: Operations Manager

Classification: Full time – Salaried

Reports to: Sr. Director

The Operations Manager at Rahr Hop Company/BSG Hops is responsible for overseeing the daily functions of the Shipping Department, the management of all inventory and inventory organization, and assisting the Director in the management of the Production Department. This person in this position will be trained to perform every position that they supervise, and are expected to fill in and perform each position as needed. This person is also responsible for the entire Facility management in the absence of the Sr. Director, and is responsible for the Quality Control management in the absence of the Quality Manager.

Shipping Dept. duties:

- Overseeing all daily Shipping operations
- Prioritizing of shipments prior to picking
- Securing freight quotes and scheduling freight carriers
- Final check of orders for accuracy
- Scheduling of Shipping Department staff according to workload

Inventory duties:

- Managing the warehouse organization and space utilization
- Leading in all inventory counts and verification
- Ensuring that order and cleanliness is maintained in the warehouses

Production Dept. duties:

- Sharing in the coordination of the production process with the Sr. Director
- Scheduling production based on BSG needs and directives
- Continuously train and monitor employees for plant safety
- Scheduling Temporary employees during the production season
- Monitor and make adjustments to the processing equipment to ensure the highest quality output possible
- Recording production and quality data
**Additional duties:**

- Leading the Harvest receiving activities in August and September
- Purchasing of all production supplies and maintaining that inventory
- Perform other positions or duties as needed

**Possible opportunities/duties:**

- Consult with other Warehouse Managers within BSG to share ideas and provide useful direction when needed
- Travel to other BSG warehouses to help evaluate needs, and assist in developing solutions when needed
- Meet with Hop Growers who may be interested in our Processing
- Meet with Customers who may be interested in our processing

The successful Operations Manager for Rahr Hop Company/BSG Hops, will be knowledgeable in all aspects of Hops, from receiving of bales from the Growers, the processing of those Hops, and their end use at the Brewery level. This person will be willing to perform a range of tasks, and understand that because this facility is designed to employ only a small number of positions, the tasks will change every single day as needed.