



**Waddesdon Manor**  
**Job Description**

<b>Job Title:</b> Logistics and Forecasting Manager, Waddesdon Wine	
<b>Managed by:</b> Managing Director, Waddesdon Wine Ltd	
<b>Departments</b>	<b>Location</b>
Waddesdon Wine Company	Waddesdon Manor, Aylesbury, Bucks HP18 0JH

**Overall Purpose:**

Waddesdon Wine imports and markets the wines for the Rothschild chateaux and brands. These winery businesses broadly split into three branches:

- Baron Philippe de Rothschild SA, with wineries in Bordeaux and Chile including Mouton Cadet, Pays d’Oc range, Escudo Rojo and Mas Andes. Chateaux wines include Mouton Rothschild, Clerc Milon, d’Armailhac, Coutet and Opus One
- Domaines Barons Rothschild (LAFITE) with wineries in Corbieres, Bordeaux, Chile, and Argentina. Chateaux wines include Lafite, Duhart Milon, l’Evangile and Rieussec
- Baron Edmond de Rothschild, with wineries in Llistrac-Medoc, Puisseguin St Emilion, Argentina, South Africa and New Zealand

Close relationships have also been developed with award winning organic rosé producer Leoube, Provence, as well as with Hundred Acre wines in Napa, California and Luce, Attems and Danzante from Frescobaldi in Italy.

Waddesdon Wine is a small company with 4 full time sales order processing staff, 6 in sales, and a management accountant. The Logistics and Forecasting Manager is an important role within our company.

The Logistics and Forecasting Manager will ascertain which products will require ordering 4– 5 months before the products are required in the UK. They will have a range of products to replenish from our wineries in Bordeaux, Provence, Champagne, from Chile, Argentina, New Zealand, Napa, Italy and South Africa.

The Logistics and Forecasting Manager will be responsible for the planning of forward orders, liaising with the winery and shippers, placing the orders and having influencing relationship with shippers and hauliers ensuring our products are dealt with promptly and efficiently.



The Logistics and Forecasting Manager will be responsible for ensuring duty payments are made swiftly, supplier invoices are reconciled, allocated nominal codes and the Back Office and Sales teams aware the stock has arrived.

Full accountability for inventory stock holding, working within carefully agreed parameters. The role will liaise closely with Management and the Accounts Function at Rothschild Foundation. Close links will be made with the sales team as well as the sales order processing teams

Movement of chateaux wines is pre-planned within specific times of the year and extra precautions are undertaken to ensure the smooth movement of the products from the chateaux.

Placing of our client's ex-cellar and FOB orders with our wineries, ensuring our clients wines are prepared in a timely manner, assisting with any queries within the process.

This is an operations role working from the Estate Yard, reporting to the Managing Director and Financial Controller

#### **Outline of Role:**

The Logistics and Forecasting Manager Demand Planner will manage all our wine portfolio inventory levels, creating a sales out forecast based upon historical data and expectations provided from the sales team. They will be responsible for the ordering, shipment (deep sea and by freight) the delivery from each supplier into our warehouses whether they be third party bonded warehouses or our own on site warehouse.

One of our major clients works with a Third party forecasting and warehouse provider. Liaising with this third party, anticipating increases in demand and ensuring available inventory without exceeding top level inventory limits.

Provide the mechanism for the warehouse manager to carry out 10 stock takes each year. Managing the process, requesting recounts, entering the data accurately and reporting the results internally.

#### **Key Responsibilities:**

- Maintaining product within set parameters
- Working to efficient forecasting to ensure full container orders are primarily used
- Working closely with inbound Suppliers and winery logistic personnel
- Improving sourcing methods from suppliers
- Processing orders on receipt swiftly with accuracy
- Assisting our own clients who place orders ex-cellar and FOB

#### **Key Relationships *Internal:***

- Managing Director and Financial Controller
- Sales Order processing team
- Sales Team
- Warehouse Manager



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**Key Relationships *External:***

- Winery logistics personnel
- Shippers and freight carriers
- External warehousing managers
- Clients ex-cellar ordering personnel

**Experience, Skills and Knowledge:**

***Essential:***

- End to end understanding of international logistics
- Previous Forecasting Planning experience
- Can demonstrate an understanding of forecasts, supply and demand

***Preferred:***

- Previous experience in BWS supply chain
- Experience of importing goods
- Previous use of Sage
- Proficiency in French will be an advantage in this role but not essential
- previous Demand Planning experience
- Educated to degree preferable

**Terms & Conditions:**

- Full-time, minimum of 37.5 hours per week, Monday to Friday 9.00am – 5.00pm.
- Salary £32,000 - £40,000 per annum, depending on experience.
- 33 days holidays (including Bank Holidays), increasing to 36 after 3 years' service, 38 after 5 years' service and 39 after 10 years' service pro rata for part time hours.
- Free National Trust Membership.
- Discounts in our Restaurants and Shops.
- Matched contribution pension scheme up to 10%.
- Free parking.

***Location:***

The Logistics and Forecasting Manager is a full time office based role, working from the Estate Yard Office, Queen St, Waddesdon, Aylesbury, Bucks, HP18 0JW

Application closing date is 11pm Friday 14<sup>th</sup> June 2019.

Applications to be sent to: [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk)

Interview date Monday 24<sup>th</sup> June 2019.