



KINNEGAR
FARMHOUSE BEERS *from* DONEGAL



Fancy a challenging job in the world of brewing?

If you're a management wizard looking for an exciting new career challenge, Kinnegar Brewing is on the hunt for a new member of its management team. We're a diverse and colourful bunch of human beings with one thing in common – we're passionate about producing great beer in a great workplace. If you're equally driven, energetic, ambitious and utterly committed to excellence, we'd love to have you join us.

Manager | Business Administration

Company Overview

Kinnegar Brewing is one of Ireland's leading and best-loved independent breweries. We make a range of high-quality beers at our base in Letterkenny, County Donegal.

The brewery is a relatively small but exciting and challenging enterprise in Ireland's flourishing and highly-competitive food and drink economy.

Although we are small, our business is diverse, interesting and complex. We produce over 25 different beers per year, some as part of our core range, others as seasonal or one-off specials. While the bulk of what we make goes for domestic consumption, we also export to beer lovers in France, Italy, and Holland.

Location

Letterkenny is in north east Donegal, an area of unparalleled beauty and diversity in Ireland's north west. The landscape and environment in which our story has unfolded offers a superb lifestyle for those who enjoy the outdoors and appreciate the absence of traffic, crowds and the everyday stresses of urban existence.

The Job

We are searching for a versatile, talented, highly-motivated individual to join our management team and help lead the company into the future.

You will work closely with the other senior managers from Production, Sales, Marketing and Communications, corporate strategy and finance. Your role in this team will be to provide expertise in business systems, structures, and administration. You will carry primary responsibility for shaping and maintaining a lean, robust, and highly efficient management framework that is well-suited for keeping the company nimble, responsive and ideally positioned for future growth.

Your Responsibilities

Your areas of responsibility will span Administrative Systems, Finance and Accounting, and HR.

Administrative Systems

As the management lead for administrative systems you will work closely with Operations and Sales to streamline and modernise our data collection, record-keeping and inventory systems. You will oversee weekly stocktaking and stock reconciliation procedures. You will liaise with external agencies such as Bord Bia, Re-Pack, Re-Turn, the HSE and the Food Safety Authority to ensure we are compliant with all relevant statutory requirements.

Finance and Accounting

As the management lead for finance and accounting you will be responsible for shaping and maintaining our internal systems for purchasing, accounts payable and receivable. You will work closely with external accountants and internal bookkeeping to maintain accurate and up-to-date accounts. You will generate monthly management accounts and work together with Sales, Marketing and Production to design and generate other necessary reporting tools. You will oversee customer invoicing and debt control. You will make VAT and duty declarations and liaise with our Revenue Control Officer to ensure the company is compliant with all statutory obligations.

Human Resources

As the management lead for HR, you will work closely with the company principles to define and set HR policy. You will then carry primary responsibility for implementing, maintaining and updating policy. You will drive new recruitment and hiring, oversee staff training, supervise and carry out performance reviews, conduct disciplinary proceedings, handle payroll, and maintain all employee records. You will be responsible for ensuring the company is compliant with all relevant statutory requirements. You will work together with the rest of the management team to promote and safeguard the health, happiness and well-being of all our staff.

You will contribute to other aspects of business administration and the general activities of the brewery as appropriate.

Job Requirements

Kinnegar seeks a self-motivated person with a minimum of five years management experience in a production business, preferably in food production.

You will have at least a BA in Business Administration or related area of study. You will have a proven track record of senior-level experience, and show strong evidence of leadership skills and an ability to inspire others to excel.

You will enjoy working with other members of staff in a challenging, fast-paced environment where drive, enthusiasm, energy and common sense are highly prized qualities.

You will be both creative and methodical in your approach to troubleshooting and problem solving. You will demonstrate an excellent level of attention to detail and a genuine interest in creating a finely-crafted, quality artisan food product.

You will be based full-time on site in Donegal but will be prepared to travel if required.

Although you may be of any nationality, your communication skills in English will be outstanding and you will have a legal right to live and work in Ireland.

Hours of Work

You will work within standard business hours but will be flexible enough to work outside these hours from time to time when required.

While we expect a certain level of flexibility in work schedules, in return we offer as much flexibility as is practical.

Salary

€45,000-50,000 depending on prior experience.

How to Apply

Please send us your CV and a letter of application telling us what you can bring with you to Kinnegar and what you hope to gain from working with us.

We will shortlist candidates and arrange preliminary zoom interviews where you will have the opportunity to learn more about the working environment and the job requirements.

Closing date: Friday 22 September 2023

Kinnegar Brewing, K2, Ballyraine, Letterkenny, Co Donegal · management@kinnegarbrewing.ie