

French fine food company with a growing client base in the UK is looking for a **French speaking Operations Manager**. Your role will be both operational and administrative and you will be responsible for the running of the UK subsidiary. This Operations Manager job requires someone who is hands-on and has a strong business acumen to develop sales. The UK business will be growing and therefore, you will recruit and manage a small team. The Operations Manager role will evolve towards a General Manager position. You will report to the Export Manager based in France.

**ROLE:**

***Business management***

- Defining yearly budgets
- Developing strategies to increase business and revenue
- Manage accounting system Xero
- Responsible for the P&L of the subsidiary
- Liaising with the accountant for payroll, VAT & EOY declaration
- Manage bank account, cash flow, Age debt report & bank reconciliation
- Monthly reporting to the Export Manager
- Building business relationship with existing clients
- Networking at events and trade shows
- Managing marketing activities including website and social media
- Keep abreast of any new legislation

***Operations Management***

- Stock management, ordering the goods from France and making sure that it will be delivered on time (short shelf life products),
- Addressing any issues with customs documentation
- Preparing orders, despatch & following up national deliveries
- Invoicing for clients
- Other duties might be added up according to the development of the role

**PROFILE:**

- Excellent written and spoken English is essential, fluency in French
- Degree in Business, Management, or business school or similar
- Previous experience in business management, in running a small business will be a plus, ideally in the food or wine sectors
- Strong negotiation skills
- Good understanding of accounting principles and very good IT skills, especially Excel
- Existing portfolio in food and/or wine sectors in the UK will be a plus
- Strong communication skills and business acumen
- Must be interested in fine food products
- Ability to work in a very small team environment
- Proven adaptability and organisation skills



**SALARY:**

Between £40k and 50k/pa plus bonus according to skills and experience  
25 days holidays / based in London SW18