

JOB DESCRIPTION

Company: CACAO VERAPAZ, S.A.

Date: 10/3/2017

Job: General Manager

Work location: Cobán, Alta Verapaz, Guatemala

Background of the company:

Cacao Verapaz, S.A. is a social enterprise located in the region of Alta Verapaz, Guatemala, that produces and sells high-quality cacao from smallholder farmers and family estates to premium international and domestic chocolate markets. Cacao Verapaz is a subsidiary of the Benefit Corporation, Uncommon Cacao (www.uncommoncacao.com).

Work Focus:

1. Develop and implement the business strategy of Cacao Verapaz, in collaboration with the Uncommon Cacao team, including growth strategies to reach more cacao producers, cash flow management, budget creation and management, and projections.
2. Responsible for sale of cacao to international and domestic markets, including ensuring proper quality control and traceability.
3. Internal management of the Cacao Verapaz team and business issues of Cacao Verapaz, including management plans and directly supervising and cultivating leadership in the department leaders of the company.
4. Support the Cacao Verapaz team in the development and cultivation of good relationships with cacao producers.

Work in Detail:

1. Develop and implement the business strategy of Cacao Verapaz, in collaboration with the Uncommon Cacao team, including growth strategies to reach more cacao producers, cash flow management, budget creation and management, and projections.
 - a) Elaboration and implementation of annual budget
 - b) Strategic analysis and management of cash flow
 - c) Monitoring of budget and financial indicators
 - d) Monthly review of company financial KPIs and other company functions
 - e) Analysis of quarterly and annual financial statements in collaboration with the Cacao Verapaz administration team and Uncommon Cacao
2. Responsible for sale of cacao to international and domestic markets, including ensuring proper quality control and traceability.
 - a) Coordination with Uncommon Cacao representatives and other markets for the sale of cacao.
 - b) Ensuring quality control and traceability in export lots, including working with the Cacao Verapaz team to execute innovative projects in these areas.
 - c) Communication with market around projections for production for each microlot.
 - d) Bi-weekly meetings with full Cacao Verapaz team to monitor cacao purchases and quality indicators
 - e) Coordinate with the team to host chocolate makers and other buyers to cacao producers.

3. Internal management of the Cacao Verapaz team and business issues of Cacao Verapaz, including management plans and directly supervising and cultivating leadership in the department leaders of the company.
 - a) Lead and improve internal management system of company, including internal and external KPIs (with Uncommon Cacao).
 - b) Supervise department heads, including weekly one-on-one meetings and tracking of KPIs.
 - c) Coordinate with technical team for follow-up and evaluation of quality control
 - d) Coordinate with administrative and finance team to analyze and manage accounting and finance procedures within company.
 - e) Hold monthly full-team meetings to develop strategy and maintain open communication channels.

4. Support the Cacao Verapaz team in the development and cultivation of good relationships with cacao producers.
 - a. Visit producers at least once per quarter to support Cacao Verapaz team and maintain good relationships
 - b. Responsible for negotiation and setting of purchase prices of cacao from producers.
 - c. Create expansion strategies for portfolio of producers.
 - d. Develop projections in collaboration with cacao producers and the Cacao Verapaz technical team.
 - e. Seek out and identify new potential cacao producers who fit within the Cacao Verapaz business strategy.

TERM: This job is for 2 years, with a contract revision 24 months after person begins.

COMPENSATION: This position will receive compensation dependent on experience, as well as all relevant benefits required by Guatemalan labor law, as well as significant vacation time. This position does not offer additional health or life insurance.

REQUIREMENTS:

- Crucial to have a Masters of Business Administration or similar degree in business/finance; nice to have a degree in Agronomy.
- Bilingüe Español – Inglés
- At least two years of experience managing a business.
- Experience in exports and supply chains, best if in specialized products (non-commodity).
- Proficient in all Microsoft Office programs
- Experience in accounting and finance software (Xero, Quickbooks)
- Proactive, competitive, responsible, honest, strong entrepreneurial spirit
- Knowledge of cacao
- Must be willing to live in Coban
- Must be available to work an irregular schedule at some times
- Must be able to work under pressure and with ambitious goals.
-

HOW TO APPLY:

Please send your CV and a letter explaining your interest in the job and why you would be a spectacular candidate for this position to:

emily@cacaoverapaz.com

DEADLINE: April 7, 2017