

Junior Project Manager - March 2024

Internship or apprenticeship



JOB DESCRIPTION

“Supporting the Group's 2.0 transformation (ERP, CRM, DATA)”

Maison Ferrand is looking for its new talent to contribute to steering a cross-business, international, and digital transformation program, propelling the Group into a new era.

In 2023, the Maison Ferrand group launched a global IS & business transformation program, aimed at overhauling the processes and tools (ERP, CRM, DATA) of all the group's activities and localisations, both operational (vineyard, distillation, blending, ageing...), commercial (distribution subsidiaries, CRM...) and support (finance, administration...). Partner selection is currently being finalized, and the official launch of the transformation program is scheduled for April 2024.

Reporting directly to the program director (Group IS&IT head), and interfacing directly with all the program's international stakeholders, you will be at the heart of this transformation. Your main mission will be to oversee the coordination, risk management and alignment of various initiatives within our program to enhance operational efficiency and achieve strategic goals.

DETAILED JOB DESCRIPTION

Your role will be to support this strategic program, by contributing at various levels (non-exhaustive list):

- ✓ **Program oversight:** contribute to the successful delivery following-up streams and activities
- ✓ **Stakeholder communication:** facilitate clear communication between project teams and stakeholders to ensure a shared understanding of goals and progress
- ✓ **Documentation and reporting:** develop and maintain project documentation, including reports on status, risks and KPI
- ✓ **Resource management:** follow-up allocation of personnel, budget and time resources
- ✓ **Risk management:** identify and assess project risks, suggesting mitigation strategies to ensure projects remain on schedule and within scope.

QUALIFICATIONS & PROFILE

- ✓ A profile capable of **dealing with the complexities of a multi X program** (subjects, teams, countries...) with a **willingness to contribute to its successful execution**.
- ✓ A profile with both the ability to **understand the "business"**, and operational processes, while being able to **"translate" them into project stakes**, with a strong curiosity and willingness to learn.
- ✓ Soft skills:
 - **Proactive**, initiative-taker and solution oriented
 - **Adaptable** and able to adjust to people & situations
 - **Ability to communicate** transparently and effectively
 - **Rigorous**, capacity to manage multiple tasks simultaneously and maintain a structured approach
 - **Internationally-oriented & team spirit**
 - **Curious** and eager to learn about the Spirit Industry & digital solutions (CRM, ERP, Data...)
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- ✓ Hard skills:
 - As no specific skills are required, we favour **"Quick Learning" people**: people who can assimilate new information and apply new skills.
 - *Nice-to-have: **initial experience or skills in project management and / or digital tools** (CRM, ERP, Data)*

ADMINISTRATIVE INFORMATION

Contract: 4 to 6-month internship or cesure internship or apprenticeship

Degree: Bachelor's or Master's degree from a university, business school, or engineering school

Starting date: march-april 2024

Location: Position based in France – Paris, 8ème (Saint Lazare)

Travel: Some national expected

Remuneration: depending on profile, qualifications and experience

ABOUT MAISON FERRAND

Maison Ferrand is one of the **world's premier boutique producers of fine spirits**, and a pioneer of the artisanal spirits movement. Maison Ferrand is based at the Château de Bonbonnet in Ars, France, with additional offices in Paris, and owns its rum distillery in Barbados – the historic West Indies Rum Distillery – along with one third of the renowned National Rums of Jamaica (Long Pond and Clarendon Distilleries).

Our award-winning brands include **Planteray Rum, Citadelle Gin, Ferrand Cognac and newly introduced Canerock Jamaican Spiced Rum**.

Maison Ferrand is owned by president and Master Blender Alexandre Gabriel. We are family-sized and look forward to growing together, with a shared passion for every aspect of the business... **From selecting raw ingredients, to distilling and ageing the spirits, to marketing the product all over the world.**

ABOUT FERRAND VALUES

Each company has its own rules, working methods, expectations and values. MAISON FERRAND is looking for women and men who share our true values. More than just skilled and knowledgeable candidates, **we seek people ready and able to grow within our family**; we insist on sincerity and integrity, and value enjoyment as much as innovation and collaboration. We are looking for curious and creative minds, at the top in their field of expertise, eager to learn and to share their knowledge with colleagues

and customers. Ferrand is synonymous with experimentation and imagination; we are always exploring new possibilities, and our mission is to share our passion and enthusiasm with all our customers.

THE FERRAND FAMILY IS

- ✓ **CAN-DO** – Nothing is impossible, let's find a way!
- ✓ **HONEST & SINCERE** – No excuses, we own our work and take responsibility.
- ✓ **TRUE TO OUR WORD** – Promises mean nothing if we don't deliver!
- ✓ **A TEAM** – We work together, toward a common goal.

How to Apply:

Interested candidates should submit their resume and a short presentation of motivation to jvanbaelen@maisonferrand.com

