



Position: Factory and Tobacco Liaison
Reports to: VP of Operations

J.C. Newman Cigar Company, founded in 1895, is headquartered in the historic Ybor City neighborhood of Tampa, Florida. As the oldest family-owned cigar manufacturer and distributor of premium cigars in the United States, we take pride in operating the last cigar factory in Tampa's iconic Cigar City.

J.C. Newman is seeking a full-time Factory and Tobacco Liaison to connect our operations between Tampa, Florida, and Esteli, Nicaragua. This key role will involve frequent travel between both locations, facilitating bilingual communication and offering a comprehensive understanding of the cigar-making process and tobacco cultivation.

Key Responsibilities - J.C. Newman PENSA (Nicaragua):

- Act as a bilingual liaison, ensuring smooth communication between staff in Tampa and Esteli.
- Gain in-depth knowledge of tobacco cultivation, including growing, curing, fermentation, sorting, grading, and aging.
- Understand the entire cigar production process, from pre-industry stages, rolling, and inspection to aging, packaging, and shipping.
- Accompany staff on regular trips to Nicaragua to support operations and facilitate coordination between the two locations.

Key Responsibilities - J.C. Newman El Reloj (Tampa):

- While in Tampa, assist with operations in The American Room.
- Learn the art of preparing tobacco and cigar rolling, with daily inspections of finished cigars.
- Support tracking and accounting of tobacco and cigars throughout the factory.
- Contribute to the Personal Reserve cigar program.
- Welcome visitors and, when necessary, lead cigar rolling and tobacco tasting classes.

Required skills, knowledge and abilities:

- Valid passport required and willingness to travel 1-2 times per month.
- Fluency in Spanish (both written and spoken).
- Passion for tobacco, cigars, and a strong eagerness to learn.
- A bachelor's degree in business, finance, or a related field is required.



- Proficiency in Microsoft Office Suite or similar software.
- Excellent communication and interpersonal skills for effective teamwork and collaboration.
- Keen attention to detail
- Ability to lift, push, and pull up to 25 pounds
- Adaptability to working in diverse cultures and environments.
- Strong problem-solving skills to manage challenges between both locations.
- Previous experience in manufacturing, agriculture, or a related field is a plus.

This role offers a unique opportunity to grow within the cigar industry, working closely with both our factories in Tampa and Nicaragua. If you're excited about tobacco and cigars and ready for an immersive learning experience, we encourage you to apply!

At J.C. Newman Cigar Company we hold a belief that diversity and inclusion is an essential part of our success over the last 130 years. We have a diverse and inclusive team of dedicated people and are proud to be an Equal Opportunity Employer and comply with all federal, state, and local laws prohibiting employment discrimination of any kind. We are a drug-free workplace and conduct pre-employment drug screening.

J.C. Newman Cigar offers a competitive benefits package which includes major medical, vision and dental insurance, 401k Savings Plan with Company match, Company paid life and short-term disability insurance, Company sponsored long term disability, additional life insurance and healthcare insurance policies, vacation, and personal time.

To be considered for this position and the opportunity to join the most elite cigar manufacturer in the industry, please forward a copy of your resume to our Human Resource Department at hr@jcnewman.com. Candidates can also pick up an application at our factory located at 2701 N. 16th St, Tampa FL 33605 or log onto our website at <https://www.jcnewman.com/careers> to complete an application.