



# City Brewing Company, LLC

## JOB DESCRIPTION

Job Title: Quality Assurance Clerk  
 Department: Quality Assurance  
 Reports to: Quality Assurance Manager  
 Job Band: B1

Prepared By: Sheri Beckman  
 Prepared Date: June 3, 2020  
 Approved By:  
 Revision Date:

### POSITION SUMMARY

This is an entry-level position within the Quality Assurance Department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare and ship products via FedEx and UPS, using online shipping programs.
- Maintain files of Certificate of Analysis and production records.
- Generate Quality Assurance reports as needed in Excel, Word, or Access.
- Communicate with customers regarding shipping and other sample requests
- Data entry using internal and external databases.
- Collecting and filing all production related paperwork
- Assist department in other Quality Assurance duties as needed.

This position description is intended to guide the activities of the Quality Assurance Clerk. It is not intended to limit the thinking and creativity of the person to the work of this function, nor is it intended to describe all the work that may be required of the person in this position.

### QUALIFICATIONS

- Minimum of High School Diploma.
- Proficient in Microsoft Office (Word, Excel, Outlook, and Access) and Internet Explorer.
- Strong verbal and written communication skills.
- Must be able to prioritize an assigned work load.
- Highly organized, attention to detail, and self-motivated.
- Work effectively in a team environment and on own.
- Ability to work flexible and overtime hours as needed.
- Must be able to lift at least 45 pounds.
- Ability to learn customer software.

### PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must regularly lift and/or move up to 45 pounds. Specific vision requirements in close vision and the ability to adjust focus.

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Employee Signature

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Date