



Supply Chain Assistant

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Supply Chain Assistant. This position provides support to the Supply Chain function. Responsible for ordering packaging materials by determining quantities, setting delivery schedules, and entering purchase orders. Follow up to ensure materials are delivered as scheduled.

Essential Duties and Responsibilities include, but are not limited to:

- Review summary components requirements and place orders to maintain production material inventory in sufficient quantity to meet daily and weekly production.
- Submit PO or Release to appropriate vendors. Ensure vendor confirmations match P.O.'s/releases. Contact vendor if there are discrepancies.
- Ensure delivery needs are met. Follow up if necessary with vendor.
- Reconcile material receipts for accuracy.
- React to production plan changes; make adjustments to P.O.'s and communicate with vendors.
- Work with customers to minimize inventories and establish dispositions of hold and obsolete items.

Qualifications:

- Associates Degree in related field and 2 years' experience in supply chain function.
- Ability to prioritize in order to handle a number of assignments and responsibilities while managing interruptions, changing priorities and meeting deadlines.
- Work effectively in a team environment and independently.
- Knowledgeable in Microsoft Office software.
- Able to effectively utilize the Internet.
- Detail-oriented.
- Excellent oral and written communication skills.

City Brewing Company provides a competitive salary and benefit package which includes: Health, Life, Dental and Long Term Disability Insurance; Section 125; 401(k); and more. To learn more and apply, please visit our website at www.citybrewery.com.