



## WAREHOUSE COORDINATOR

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Warehouse Coordinator to work second or third shift hours. This position assists the shift supervisor with daily operations, specializing in all warehouse operations including data entry into two systems.

### DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Check in all inbound/outbound loads and drivers.
- Assist with personnel including training of new hourly employees.
- Assist with the flow of palletizers, transfers, rails, shipments, inbound supplies and all trucks.
- Assist hourly associates with scanning as needed.
- Assist with the daily inventory/storage/movement of packaging materials, ingredients and finished product.
- Answering phones, radios and calling out the transfers to the spotters.
- Help enforce policies to stay within internal, federal, state and local regulations. Responsible for compliance of GMP, Fire codes, insurance guidelines, sanitation, pest control, safety, O.S.H.A., F.D.A. and T.T.B.
- Responsible for shipping finished product and packaging material within stock rotation.
- Enter P.O./Returned Material Authorizations finished product/shipping material receipts.
- Record empty and full drop trailers.
- Assist supervisor with implementation and adherence of all warehouse S.O.P.'s and policies.
- Support the Packaging, Customer Service, Brewing, Accounting, Purchasing and Quality Assurance departments.
- Provide work direction to hourly associates in the absence of the supervisor.

### QUALIFICATIONS

- Past warehouse/manufacturing experience highly recommended.
- Team oriented.
- Excellent oral and written communication skills.
- Computer skills required; including knowledge of Excel, Word and Outlook.
- WMS experience a plus.
- Highly organized and self-motivated.
- Ability to work in a fast paced environment.
- Inventory experience preferred.

City Brewing Company provides a competitive salary and benefit package that includes: Health, Life, Dental and Long Term Disability Insurance; Section 125; 401(k); and more. If you are interested in joining our team, send your resume to:

City Brewing Company  
100 33<sup>rd</sup> Street  
Latrobe, PA 15650  
Fax: 1-866-532-2763

Email to [jobs@citybrewery.com](mailto:jobs@citybrewery.com), subject line "Warehouse Coordinator"  
Apply online at [www.citybrewery.com](http://www.citybrewery.com)

*City Brewing Company is an Equal Opportunity Employer.*