



Batching Coordinator

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Batching Coordinator at our La Crosse, WI facility. This position will assist in all areas of department administrative responsibilities.

Essential duties and responsibilities include, but are not limited to:

- Perform pre-production inventory to ensure adequate supplies are on hand prior to liquid production. Communicate any shortages.
- Assist Central Receiving Coordinator with ingredient inventories, including rotation, and expiration date monitoring, identification and reporting. Separate and label ingredients to differentiate on a customer basis.
- Assist Purchasing with the timing on bulk ingredient deliveries to ensure storage space, maintain inventory records and reporting.
- Order, receive and inventory batching trap filter bags, supplies and cleaning supplies.
- Assign and enter cleaning data into the Master Cleaning Schedule.
- Assist with SOP creation and modifications
- Assist with audit functions as needed.

Qualifications:

- Minimum of 2 years of secondary education in an applicable area of study (Biology, Food Science, Chemistry, Data Processing, Inventory Management).
- Previous experience on all facets of a batching process, including production oriented data entry. Inventory management a plus.
- Possess excellent communication, planning and multi-tasking skills.
- Strong computer skills.
- Ability to work overtime and off shift hours as needed.

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, please apply online at www.citybrewery.com.