



Filtration Systems Coordinator

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Filtration Systems Coordinator at our La Crosse, WI facility. This position will assist in all areas of Filtration Department administrative responsibilities including, ordering filtration production and cleaning supplies, production data entry, personnel scheduling and inventory management.

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

Administration:

- Order and receive filtration production and cleaning supplies to maintain inventory.
- Manage liquid movements throughout the filtration processes.
- Manage flow of quality data and sensory analysis information.
- Manage outbound product, for multiple locations, including bulk loadout and truck scheduling.
- Assist with audit functions as needed.
- Assist in creation and upkeep of GMP SOPs for the department.
- Shipment of sample requests from customers.

Production:

- Assist with completion of scheduled filtration according to production and shipping requirements.
- Work with team to increase Filtration and Brewing department efficiencies.

Communication:

- Communicate with Purchasing, Accounting, Packaging, Quality Assurance and Maintenance departments, as necessary.
- Communicate with vendors/suppliers to assure materials arrive when needed.
- Communicate with customers and logistics companies for scheduling purposes.

QUALIFICATIONS:

- Minimum of 2 years of secondary education in an applicable area of study (Food Science, Chemistry, Inventory Management, etc).
- Previous experience in practical, hands-on brewery or food/beverage manufacturing.
- Production oriented data entry and inventory management a plus.
- Excellent communication, planning and multi-tasking skills.
- Strong computer skills.
- Ability to work overtime and off shift hours as needed.

Please visit our website at www.citybrewery.com to learn more about us. If you are interested in joining our team, please forward your resume to:

City Brewing Company
925 South 3rd Street
La Crosse, WI 54601

Email: to jobs@citybrewery.com, subject line Filtration Systems Coordinator

Apply online at www.citybrewery.com