



Warehouse Coordinator

City Brewery is the largest full-service alcoholic beverage contract manufacturer in the United States providing co-packing and supply chain services to customers across their Hard Seltzer, Traditional FMB, Beer, Spirit-based RTD, and premium non-alcoholic beverage brands. City currently operates out of four facilities located in La Crosse, WI, Memphis, TN and Latrobe, PA and Irwindale, CA.

We are recruiting for a Warehouse Coordinator. This is a full-time position and can possibly work at multiple warehouse locations.

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.

QUALIFICATIONS

- Past warehouse/manufacturing experience
- Excellent oral and written communication skills.
- Computer skills required; including knowledge of Excel, Word and Outlook.
- Ability to work in a fast paced environment.
- Inventory experience preferred.

BENEFITS

City Brewing Company provides a competitive salary and benefit package which includes: Health, Life, Dental and Long Term Disability Insurance; Section 125 & FSA

401(k) with company match

Paid Holidays and Vacations