



Maintenance Inventory Coordinator

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Maintenance Inventory Coordinator in our Process Maintenance Department at our La Crosse, WI facility. This position is responsible for department purchasing and management of the parts room.

Essential Duties include, but are not limited to:

- Manage stock of consumables in all work areas.
- Manage parts room inventory in accordance with min/max system.
- Create purchase requisitions and order all maintenance parts. Track vendors and orders to ensure timely and accurate delivery of items. Visit vendors / area shops for miscellaneous items, special orders, etc...
- Ship and receive parts.
- Perform parts kitting and staging for work orders. Assist in closing of work orders.
- Maintain CMMS inventory and conduct inventory audits.
- Provide reports for use in maintenance reliability efforts.
- Train mechanics on parts room inventory practices.

Qualifications:

- High School Diploma required. Technical Diploma or coursework in related field preferred.
- Excellent computer skills including knowledge of Microsoft Office Suite. Experience with computerized maintenance management systems preferred.
- Strong verbal and written communication skills; must be able to communicate effectively and professionally with co-workers, vendors and customers.
- Strong math skills, ability to read schematics and equipment diagrams.
- Strong analytical skills for interpretation of reports.
- Parts/ inventory management experience in manufacturing environment.

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:

Human Resources

City Brewing Company

925 Third Street S.

La Crosse, WI 54601;

Email to jobs@citybrewery.com subject Maintenance Inventory Coordinator;

Apply online at www.citybrewery.com