



## QUALITY ASSURANCE COORDINATOR

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Quality Assurance Coordinator at our La Crosse, WI facility. This position is primarily responsible for monitoring and documenting compliance with Quality Assurance programs, but may assist with other department functions including microbiology lab work, instrumentation, sensory program, HACCP/Food Safety/GMP programs as needed.

### Essential Duties and Responsibilities include, but are not limited to:

- Data gathering and submission to customers; monitor sample shipment and retain program.
- Setup of new products and product changes in quality systems; communicate with all appropriate departments regarding customer and internal quality requirements.
- Handle special requests made by customers such as for data gathering or sample submission.
- Investigate out-of-specification and hold situations; coordinate and perform audits of hold product; maintain internal and external customer hold report systems.
- Report non-conformances to the appropriate department personnel and investigate as needed.
- Review internal Quality Incident Tracking system and follow up with other departments, suppliers and customers to ensure defect information/samples are collected and communicated.
- Work with a team of QA Coordinators to cover Quality needs in one or more of the following areas:
  - Assist the Microbiology lab in sample collection, sample prep, testing or reporting.
  - Assist the QA Chemist with lab instrumentation or supply needs.
  - Maintain or assist with QA Sensory Program, training and Taste Panel needs.
  - Assist with TTB Compliance program as needed.
  - Assist with HACCP/Food Safety/GMP programs which could include facility audits, document review or pest control needs.
  - Assist the various warehouse locations with incoming material or finished product quality issues. Review quality documentation for Variety Pack lines. This work location may be at our Distribution Center separate from the main plant.
- Be available to the QA Manager for other projects including but not limited to laboratory assistance, auditing, training and QA data analysis as needed.

### Qualifications:

- Bachelor of Science degree from an accredited college in microbiology, chemistry, related science discipline. Will consider equivalent industry experience/education.
- Experience in a quality department in food manufacturing, brewing or processing environment including interactions with customers/vendors is preferred.
- Excellent written and verbal communication skills. Proficient in Microsoft Office software (Word, Excel, Outlook, PowerPoint).
- Effective analytical, problem solving, administrative and organizational skills.

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. Please visit our website at [www.citybrewery.com](http://www.citybrewery.com) to learn more about us and to apply.