



Supply Chain Assistant – Part Time

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Supply Chain Assistant. This entry level position provides support to the Supply Chain function by ensuring timely orders and deliveries, monitoring inventory levels for production needs, and interfacing with customers, vendors and suppliers to ensure completion of the production schedule.

This is a part time position working approximately 15 -20 hours per week. The schedule is flexible, but requires daily availability between the hours of 7:30am and 4:30pm, M-F.

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

- Monitor inventory of materials versus production requirements.
- Coordinate materials and ingredients orders according to production schedule.
- Set delivery schedule and monitor status of material and ingredient deliveries.
- Data entry of orders and receipts for delivery, forward copies as required.
- Maintain vendor/supplier database and files.
- Creation of purchase requisitions and purchase orders. Communicate purchase order information to suppliers.
- Assist with defective materials claims.
- Fulfill customer information requests as needed.
- Assist the Supply Chain function with administrative or clerical tasks and special projects as needed.

Qualifications:

- High school diploma and 2-3 years relevant coursework. Will consider current student with relevant degree in progress.
- Prior related work experience preferred.
- Strong prioritization and organizational skills, attention to detail and follow-through.
- Excellent computer skills, including knowledge of Microsoft Office.
- Effective written and verbal communication skills.
- Works effectively both in a team environment and independently.
- Able to handle a number of assignments and responsibilities while managing interruptions, changing priorities and deadlines.

If you are interested in joining our team, please send your resume and available hours to:

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

Email to: jobs@citybrewery.com subject line Supply Chain Assistant

Apply online at www.citybrewery.com