



Purchasing & Production Coordinator

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Purchasing & Production Coordinator at our La Crosse, WI facility. This position provides point of contact between internal and external customers regarding production and packaging material issues.

RESPONSIBILITIES, include but are not limited to:

Production/Packaging

- Review and maintain ingredient inventory to meet weekly brewing and batching schedule
- Review and maintain packaging inventory to meet weekly production schedule
- Initiate orders for ingredients and packaging, track deliveries and escalate issues as necessary
- Verify materials through confirmation with customers and vendors
- Communicate with production scheduling and accounting on material run outs and BOM revisions
- Coordinate run outs on BOM changes

Other Duties

- Review month-end ingredient and flavoring inventory for customers
- Review and disposition aged/obsolete materials with customers
- Communicate pricing updates through Purchasing
- Email and file BOL's as necessary
- Follow up with vendors on missing documents

QUALIFICATIONS

- Degree in Supply Chain Management or related discipline, will consider related work experience
- 3 – 7 years' experience in Purchasing/Production preferred
- Proficient in Microsoft Office Suite (Word, Excel, Outlook), working knowledge of MRP principles to allow for a minor learning curve for SAP, Warehouse Management System, M2K
- Attention to detail
- Excellent organization skills and able to prioritize duties
- Excellent written and verbal communication skills
- Follow-up skills
- Ability to interface with vendors, customers, and CBC employees at all levels in the respective organizations

City Brewing Company provides a competitive salary and benefit package which includes: Health, Life, Dental and Long Term Disability Insurance; Section 125; 401(k); and more. To learn more and apply, please visit our website at www.citybrewery.com.