



WAREHOUSE COORDINATOR – Second or Third Shift

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Warehouse Coordinator to work second or third shift hours. This position assists the shift supervisor with daily operations of multiple warehouses and up to 40 hourly employees, specializing in all warehouse operations including data entry in 2 systems.

DUTIES AND RESPONSIBILITIES

- 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. This includes up to 200 trucks per day while storing upwards of 3 million cases.
- Answering phones, radios and calling out the transfers to the spotters.
- Assign load patterns.
- Set up transfers in the WMS, open palletizers in the WMS to match current production.
- 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, OSHA, FDA and TTB.
- 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, Liquid Processing, Accounting, Purchasing and Quality Assurance departments.
- Provide work direction to hourly associates at the DC and on weekends, or in the absence of the supervisor.

QUALIFICATIONS

- Past warehouse/manufacturing experience highly recommended.
- Team oriented.
- Excellent oral and written communication skills. Computer skills required; including knowledge of Xcel, Word and Outlook. WMS experience a plus.
- Highly organized and self motivated.
- Ability to work in a fast paced environment.
- Inventory experience preferred.
- Ability to work overtime and weekend hours.

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:

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

Email to jobs@citybrewery.com, subject line Warehouse Coordinator

Apply online at www.citybrewery.com

City Brewing Company is an Equal Opportunity Employer.