



## **ACCOUNT COORDINATOR**

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for an Account Coordinator at our La Crosse, WI facility. This position serves as the main point of contact for our contract customers and wholesalers. This position works closely with operations departments to provide our contract customers excellent customer service and efficient fulfillment of full goods orders.

### DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Provide communication to contract customers regarding production schedules, true production, inventory, shipments and shipment schedules.
- Identify product shortages and overages in relation to production and order requests.
- Monitor aged/hold product and partial inventories for each customer.
- Process customer orders including data entry, change requests, purchase order entry and RMA processing.
- Coordinate wholesaler set up for customers.
- Create customer shipment schedule for loads going out of the plant.
- Manage demurrage and damage claims. Coordinate charges for no show appointments.
- Assist in set up of new accounts.
- Work closely with warehouse personnel to verify inventories, address special requests, provide support for auditing, etc...

### QUALIFICATIONS

- 3-5 years' work experience in supply chain or manufacturing. Work experience with order processing, fulfillment, transportation/logistics ideal.
- Experience with international customs brokering preferred.
- Strong computer skills including Microsoft Office Suite.
- Strong communication skills, both verbal and written.
- Emphasis on collaboration, teamwork, and relationship building.
- Thrive in a fast-paced environment with the ability to multi-task.
- Excellent organizational skills; strong focus on accuracy and details.
- Ability to work extended hours on an as needed basis.

City Brewing Company provides a competitive salary and benefit package including: Medical, Dental, Life, and Long Term Disability Insurance; Section 125; 401(k); and more. To learn more about us and to apply, please visit our website at [www.citybrewery.com](http://www.citybrewery.com).