



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 responsible to document and monitor compliance with the quality assurance program including, but not limited to: HACCP/GMP auditing and documentation, hold reporting/hold auditing, customer complaint tracking, routine and non-routine sample shipping, lab data review, entry into various reporting systems and reporting directly to customer quality groups.

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

- Data gathering and submission to all necessary customers as well as the 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.
- Review quality data from all shifts to ensure accuracy and compliance with quality programs.
- Handle special requests made by customers in regards to data gathering, sample submission, and other related special requests.
- Assist with out-of-specification and hold situations; coordinate and perform audits of hold product; investigate other product/ingredient issues as needed; maintain internal and external customer hold report systems.
- Review internal Quality Incident Tracking system and follow up with other departments, suppliers and customers to ensure defect information/samples are collected and communicated.
- Be available to the QA Manager for other projects including but not limited to laboratory assistance, auditing, QA Technician training, and QA data analysis as needed.
- Any other duties as assigned by Management.

Qualifications:

- Degree qualification in Food Science and/or related science discipline OR equivalent industry experience/education.
- Experience in a quality department in food manufacturing, brewing or processing environment including interactions with customers/vendors is preferred.
- Experience with Beverage Industry HACCP/GMP programs and QASOP's and SSOP's.
- Excellent written and verbal communication skills.
- Effective analytical, problem solving, administrative and organizational skills.
- Proficient in Microsoft Office software (Word, Excel, Outlook, PowerPoint).

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. Position will remain open until filled.

If you are interested in joining our team, please forward your resume to:

City Brewing Company
925 South 3rd Street
La Crosse, WI 54601
Fax: (608)785-4300
Email to jobs@citybrewery.com, subject line QA Coordinator

City Brewing Company is an Equal Opportunity Employer.