



October 29th, 2020.

JOB TITLE: Inventory Coordinator DEPARTMENT: Operations

LOCATION: Bracebridge JOB TYPE: Full - time Permanent

Centered in the heart of Muskoka, Muskoka Brewery is a caring and open-minded Ontario Craft Brewery. Our grassroots culture is inspired by the natural wonder that is our backyard. Our brands have been recognized as Canada's top beer brands amongst the craft brewing industry. We have resolve: we work hard and are unwavering in our beliefs. The connection to each other and to this place that we share has made us strong and determined. We are passionate about our beer and we will make our mark. We are Muskoka Brewery!

We are currently seeking an Inventory Coordinator to join our team. Reporting to the Supply Chain Manager, the Inventory Coordinator will receive product, guide storage, and ensure beer/spirits and other materials are handled, counted, and recorded accurately and safely into the inventory management system.

Inventory Coordinator

Reporting to the Supply Chain Manager, the Inventory Coordinator will receive, guide storage, and ensure beer and other materials are handled, counted, and recorded accurately and safely into the inventory management system and material handling equipment.

Essential Duties & Responsibilities

Essential duties and responsibilities include the following:

- Perform safe operation of material handling equipment for the purpose of receiving, sorting, counting, tagging, picking, locating, relocating, and delivering product with accuracy, including warehouse supplies and materials.
- Work closely with the Supply Chain Manager to identified scheduled shipments. Ensure accuracy of pick sheets and load sheets that correspond with all outgoing shipments to our distribution partners and internal distribution team.
- Ensure Quality Control checks have been approved and released for distribution, and sign-off prior to their release.
- Match Bill of Ladings (BOLs) with packaging list of all shipping and receiving activities, fill out master receiving and shipping logs, and prepare paperwork for our Finance department in a timely manner. Enter all required transactions into the ERP system.
- Assist in the month-end reconciliation of inventory, load discrepancies and packaging.
- Perform proper inspection, tagging, and identification of all incoming material during receipt. Report any discrepancies(shortage/overages) or missed/late POs to purchasing for follow up



- Lead on all product returns from 3rd party and direct customers. Verify and track product returns to confirm packaging dates and defects. Work closely with the Supply Chain Manager, Inside Sales and QC Lab to ensure product returns are verified and confirmed. Provide the Finance team with the final returns tracking monthly. Redistribute product released for re-sale back into inventory.
- Consistently update accurate records of assigned inventory, handle related paperwork, and follow departmental procedures to manage product and reconcile cycle counts.
- Complete product cycle counts and inspections to ensure fresh rotation of all raw materials and finished goods to maintain our high-quality standards.
- Develop a standard inventory management procedure and work closely with Finance to develop necessary reports that facilitate accurate inventory counts, including records of all audits, counts and adjustments.
- Work closely with the Purchasing Manager and Supply Chain Manager to develop an internal audit process to adjust records and prevent discrepancies. Take actions to correct discrepancies where needed and continue to provide recommendations for process improvements.
- Arrange warehouse in an organized fashion to create efficiencies for locating, receiving, and counting products and materials. This may include rearranging bulk inventories such as ingredients and other materials.
- Working with the Warehouse Coordinators to keep warehouse areas clean, contributing to a safe and orderly working environment.

Note: other duties may be assigned as needed.

Experience:

- Successfully graduated with a Degree or Diploma in Business Management or Supply Chain Management is an asset.
- Ideal candidate will have 2-5 years of experience in coordinating inventory management systems in a manufacturing or brewery setting.
- Experience leading the cycle count processes and tracking inventory of inbounds and outbounds.
- Proven effective communication skills with Operation and Finance teams to ensure standards are met and concerns are flagged.
- Strong experience and competency using Microsoft platforms, with a focus on Excel and Word.
- Experienced forklift operator is an asset.
- This role will require you to be at the Brewery daily and some shift work or off-hours work may also be required.
- Must be able to work in a team-oriented and “Safety First” environment.
- Able to lift 50lbs unassisted.
- Energetic, motivated, enthusiastic, and diligent.
- Must possess a high attention to detail.
- Must be eager to learn and collaborate in a way that is uniquely Muskoka.



- You are Passionate: having a strong passion for our great beer and spirits and the craft beer industry.
- Be and Intrapreneur: we are looking for a team member that will own their role, be eager to deliver results and uses our internal and external resources appropriately to learn and build on successes.
- Have Fun: we not only made great beer and spirits, but we are also having fun.
- Authentic and Caring: down-to-earth communication skills with a genuine presence.
- Thirsty for Change and Innovation: must be eager to learn and grow, and creatively strive for best results. We are constantly evolving. We are always improving in a way that is uniquely Muskoka.
- You easily and quickly become 'a part of the team', have a welcoming personality and are driven by wanting to contribute to our collective success and service the various brewery teams where needed.

Health and Safety:

- Promote accident prevention by eliminating potential hazards and incorporating proper body mechanics in training procedures.
- This position will actively participate in our safe operations by providing feedback and suggestions to the Supply Chain Manager, and the JHSC to contribute to the continuous improvements of our brewery.
- Inspects equipment and perform continuous housekeeping duties to meet warehouse requirements.
- Be able to operate warehouse equipment in a safe and productive manner.
- Follow all relevant Safe Operating Procedures (SOPs) and assist in the creation of SOPs as new processes arise.

Please note: Muskoka Brewery is an equal opportunity employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, national origin, gender (including pregnancy), age, religion, disability, sexual orientation, or veteran status, or any other status or characteristic protected by law. If you require assistance or a reasonable accommodation in completing the application materials or any aspect of the application process, please contact Human Resources. Thank you for your interest.