

Sloop Brewing Co. is looking for a new shipping & logistic coordinator! This position is key to our brewery's operations; the shipping & logistics coordinator loads outgoing trucks w/ finished goods being picked up by our distributing partners, & unloads all incoming shipments of the raw materials we use to produce our beer. Our ideal candidate is organized, computer-savvy, detail-oriented, & a great communicator who can work well w/ several departments. Forklift certification & previous forklift experience are a must! Previous experience in the craft beverage industry is a plus.

Sloop Brewing Co.'s main production facility & tasting room are located in Hopewell Junction, NY, in a repurposed former IBM facility. Our motto is "Grounded Roots. Open Waters.", & that governs everything we do. Grounded in the tradition of craft brewing, & open to exploring new styles & tastes. While we're best known for Juice Bomb, our juicy, crushable, super-approachable flagship NEIPA, we also produce a portfolio of specialty lagers, pilsners, ales, & of course, other hazy IPAs. In 2022, we were ranked the 70th largest craft brewery in the US by barrels sold, & our beer is in over 20 states along the east coast to the midwest. If you want to be an essential part of a growing brewery & the craft beverage industry in the Hudson Valley, this position is for you!

#### Perks & Benefits //

- \$18-\$21/hour
- Paid vacation, personal, sick, & holiday time off.
- A monthly credit to spend on food & Sloop merch from our tasting room.
- Health, vision, & dental insurance options.
- A 401k w/ company match!
- All Sloop employees have the opportunity to participate in professional development offered by our staff, like beer tasting, sensory training, & observation days in the brewhouse!
- Beer!

#### General Tasks & Duties //

##### Shipping & Receiving

- Efficiently preparing & packaging orders for distributor pick up per sales orders w/ a high level of accuracy. Reviewing packed out orders to reporting software or correlating email communications regarding shipments.
- Confirming pickup w/ sales team & financial analyst; communicating when orders are fulfilled to administration.
- Communicating w/ distributors & shipping contacts to coordinate freight & return of dunnage.
- Maintaining schedule of shipments out & deliveries in; scheduling deliveries & pickups.
- Reviewing all communications regarding booked shipments & planning daily work schedule accordingly. Assisting in booking freight if & when necessary.
- Unloading all incoming shipments from vendors.
- Counting & ensuring accuracy of all received shipments according to purchase orders in reporting software; reporting discrepancies to administration.
- Scheduling coverage for shifts & communicating this schedule w/ administration as needed.

### Inventory Management & Facility Upkeep

- Organizing & maintaining raw materials used for production (i.e., grain & ingredients, can packaging materials, etc.).
- Organizing & maintaining finished goods inventory in 2 industrial coolers.
- Organizing & maintaining inventory of branded promotional items (i.e., branded glassware, tap handles, umbrellas, etc.), in cooperation w/ the administrative team.
- Monthly physical inventory count & reconciliation to production tracking software w/ cooperation of administrative team.
- Reporting inventory transactions to the administrative team & assisting in the record keeping of inventory movement in reporting software.
- Managing & recording the return of kegs from tasting room inventory to main inventory.
- Assisting w/ various maintenance projects, including miscellaneous repairs & major reorganization efforts; making suggestions on prioritization of improvements, ways to streamline inventory management.

### Production Assistance

- Reporting final finished goods count after production & packaging runs to administration for input into production tracking software.
- Properly packing & storing finished goods upon completion.
- Assisting in maintaining up to date finished goods inventory in production tracking software.
- Assisting on the production line as needed.

### Requirements

- Forklift certified, w/ extensive forklift experience (minimum 2 years)
- Able to perform the tasks outlined above w/ minimal supervision & direction once training is complete.
- Ability to stand, sit, crouch, or stoop for extended periods.
- Ability to lift 50lbs+ multiple times per day.
- Proficient in Excel/Google Sheets; general computer savviness.
- Previous experience w/ Ekos is a plus!
- Excellent written & verbal communication skills via text, email, & phone.
- Excellent time & schedule management.

Sloop Brewing Co. maintains a drug-free & alcohol-free work environment & drinking while at work is strictly prohibited. However, members of the brewery staff may be called upon to sample the beverages we produce for quality control & professional development. Given the nature of the position & the general proximity to alcohol, we ask that all applicants be at least 21 years of age.

To apply, please respond to this post w/ your resume or a history of your work experience.