



## **Figueroa Mountain**

**Job Title:** Beer Traffic Controller

**Classification:** Non-Exempt

**Reports to:** Supply Chain Director

## **JOB DESCRIPTION**

### **Summary/Objective**

The Beer Traffic Controller oversees key processes, information, and product within the Supply Chain, interconnecting internal FMB Departments, Vendors, and Customers. The Beer Traffic Controller will be responsible for coordinating and integrating these flows of information and product from Brewing to shipping and each step in between

### **Essential Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Adheres to and advances the "Safety Always" culture of FMB.
- Evaluate existing Cellar Inventory and communicate weekly Production Request to members of Production Management and Key Personnel.
- Coordinate allocations for packaging materials based on Production Schedule.
- Coordinating Order estimates with FMB accounting department.
- Manage the Distributor Order process, including adjustment of Orders based on product availability and Order entry into FMB's Order Management System.
- Determine Trucking Schedule based on Customer Orders.
- Communicate issues and resolutions that effect Orders and product availability to Sales Representatives and Key Personnel.
- Track and report weekly Barrel (BBL) quantity shipments for Senior Management and Key Personnel.
- All other duties as assigned

### **Competencies**

- Excellent interpersonal communication skills both written and verbal.
- Project management
- Attention to detail
- Ability to handle competing projects and prioritize accordingly

### **Supervisory Responsibility**

This position has no direct supervisory responsibilities but may serve as a coach and mentor for other positions in the department.

### **Work Environment**

The Beer Traffic Controller works from the Buellton Warehouse office. The office is subject to regular office noise ( talking, phones, printers etc.). This position will also spend time in the brewery, packaging hall and warehouse. While in any of the previously mentioned locations the

Beer Traffic Controller may be exposed to temperature-controlled environments, wet floors, loud noises and strong odors.

**Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move cases of beer up to 25 pounds and 50-pound kegs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

**Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, however employees are expected to be available during the “core” work hours (8am to 5pm). Occasional evening and weekend work may be required as job duties demand.

**Travel**

This position requires little to no travel.

**Experience/ Education**

Bachelor’s degree or equivalent

Two years of experience in Customer Service, Sales Support and/or Order procurement.

Three years of Industry experience preferred

**Additional Eligibility Qualifications**

- Must be at least 21 years of age.
- Must have reliable transportation.
- Attention to detail, ability to work unsupervised while maintaining safety and quality standards, and confidence to speak up and act when safety and quality are compromised.
- Ability and willingness to adhere to and advance protocol in a diverse work environment.
- Working knowledge of Microsoft office with a focus on Outlook and Excel.
- Passion for craft beer

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_

Date\_\_\_\_\_