



Production Planning Coordinator

Job Description

JOB TITLE: Production Planning Coordinator

PRIMARY LOCATION: Fulton HQ /
2540 2nd St NE, Minneapolis, MN 55418

REPORTS TO: CEO

POSITION TYPE: Full-Time Regular, Hourly

EXTERNAL POSTING DATES: N/A

POSITION SUMMARY

Fulton Beer is seeking a full-time Production Planning Coordinator. This role works closely with several departments including Brewing, Packaging, Finance, and Sales to ensure efficient operations of our manufacturing facility. The Production Planning Coordinator's primary responsibilities are to:

- ensure materials are ordered in the correct quantities and received at the correct time;
- provide timely, accurate reporting to assist with production planning and analysis;
- administer a portion of our contract production workflow;
- Perform compliance tasks for new products;
- assist several departments with administrative tasks and projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

Procurement

- Packaging ordering & planning:
 - Plan and draft Blanket Purchase Orders for CEO to review and approve
 - Assist Packaging Manager with planning and placing packaging orders
 - Based on forecasts, MRP review, and incoming POs, create order requests for Packaging Manager
 - Update Ardagh glass forecast monthly
 - Can purchase planning:
 - Perform analysis to inform sleeve vs label vs printed can decisions
 - Sleeveover cans - determine which cans to use & track inventory
 - Track contracted can usage vs top ensure compliance with contract
 - Report monthly leased keg shipments to vendor
- Manage new packaging item proofing process: submit final art to packaging suppliers, manage process flow through to approval & order steps

Analysis & Reporting

- Prepare inventory aging reports and Out-of-Stock reports for Production Planning meetings
- Perform basic SKU costing analysis
- Produce weekly production scorecard

Contract Production Flow

- Work with brew team to compile recipe costing
- Draft all contract client invoices: progress, packaging, brew-pack, storage, ancillary
- Monitor payment status on contract client invoices to ensure payment prior to production date
- Coordinate raw material and packaging item flow to ensure items supplied by client are received on time for production

Compliance

- Perform compliance review (COLA, FDA) of Fulton and contract client packaging
- File Brand Label Registrations for new products
- Create and submit TTB formulas as required for new products

Administrative / Other

- Complete Obeer database maintenance, audits, and research projects as required
- Create new Items and Brands in OBeer
- Serve as backup to controller for Accounts Payable entry
- Package and mail product samples for third party lab tests
- Assist with other recurring and project-based administrative tasks as needed.
- Maintain and update production planning process documents (from new item to compliance to procurement to scheduling)

PREFERRED SKILLS AND ABILITIES

- **Initiative** - You're self-motivated, relentlessly eager to charge ahead, and passionate about dreaming, testing, failing, and improving.
- **Respect** - You actively work to improve your workplace, community, and customer experience. You act with integrity and decency. You think beyond yourself and appreciate the differences that make Minnesota a remarkable place.
- Bachelor's degree, with 2+ years experience in supply chain/operations, demand planning, project management or similar preferred
- Proficiency in MS Office suite, especially Excel
- Experience with Orchestrated Beer or SAP-based databases a strong plus
- Highly organized with extreme attention to detail
- Self-motivated, able to work independently, and demonstrate initiative
- Strong interpersonal and communications skills
- A love of craft beer

REQUIRED QUALIFICATIONS

- Must be 21 years of age or older at the time of application

- Adheres to and advances Fulton's core values and safety culture
- Able to pass a post-offer, pre-employment background check
- Must adhere to Fulton's policies and procedures
- Able to comply with and enforce all health, safety, and personal hygiene policies and standards
- Participation in Fulton Marquee events including Gran Fondo and Oktoberfest

PHYSICAL REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to sit, stand, walk, or be on your feet for prolonged periods.
- Able to read and follow written instructions.
- Able to work in an indoor environment with moderate noise and occasionally slippery floors.