



# Job Description: Shipping & Receiving Specialist

**Position Summary:** This position is a full-time, warehouse-based role that reports to the Sales Director. The primary responsibilities include acting as the primary point of contact for shipping & receiving, inventory management, wholesale order preparation, warehouse organization & upkeep, and related logistics. This position will work directly with the brewery and packaging team, as well as the Director of Sales and associated distribution team members. The Shipping & Receiving Specialist should be able to work independently as well as part of a greater team. Forklift certification & warehouse experience is a must.

**Job Type:** Full-Time

**Compensation Range:** \$45,000 - \$50,000 / year

**Benefits:** Paid Time Off, Retirement Plan / IRA match, Health Insurance, Vision Insurance, Dental Insurance, Life Insurance, Employee Assistance Program, Employee Discounts

**Schedule:** Day Shift (Monday – Friday) at The Annex (Hinesburg, Vermont)

**Reports To:** Sales Director

*In addition to working with the sales & distribution team, the Shipping & Receiving Specialist will also work closely with the brew & packaging team.*

## Shipping & Receiving Responsibilities:

- Manage and maintain Foam Brewers/Conscious Glass warehouse and dock hours
- Ensure shipments are ready for timely pickup
- Prepare Conscious Glass deliveries:
- Accurate order build-out, assembly and fulfillment
- Receiving and shipment of all materials (wholesale orders, inventory transfers, supplies)

- Manage brewery shipping & receiving schedule; communicate with freight contacts and wholesalers to coordinate dock appointments
- Physically deliver beer when necessary, in our delivery truck
- Facilitate inventory transfers to our taproom

## **Inventory Management Responsibilities:**

- Maintain accurate physical inventory of all finished goods, packaging materials, and raw materials, ensuring inventory is rotated FIFO (First In First Out)
- Perform physical weekly and monthly inventories and aging audits on a regular basis
- Identify, investigate and reconcile inventory variances
- Maintains inventory of warehouse supplies and manages the cost and ordering of these supplies

## **Warehouse Organization and Upkeep Responsibilities:**

- Ownership of warehouse facility environment; ensure warehouse areas are well-organized, clean, and safe working environments
- Cleaning! Perform and delegate routine cleaning to maintain warehouse upkeep (opening, closing, side work including assisting the production team with various tasks)
- Warehouse Safety
- Complies & educates team on federal, state, and local warehousing, material handling, and shipping requirements and safety standards of OSHA within the warehouse physical requirements of this position include

## **Qualifications:**

- High School/Trade School Graduate/GED, or equivalent experience
- Valid Driver's License
- Proficient with Microsoft Office Suite
- Forklift Operation Experience
- Ability to work in cold, hot, indoor and outdoor environments.
- Ability to handle customer interactions courteously and professionally.
- Good communicator with interest and initiative towards continuous growth and improvement.
- Detail oriented and highly organized
- Knowledge (and love) of craft beer

## Physical Requirements:

- This is a physically demanding job, but we work hard to make sure our workplace is safe and comfortable. Reasonable accommodation will be made.
- Ability to sit or stand and work with hands and arms for at least (8) hours per day (5) days per week
- Ability to safely lift at least 50 lbs and be able to push/pull up to 2000 lbs. using a pallet jack
- Ability to climb on and off delivery vehicles when loading/unloading

*Foam Brewers is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, creed, religion, gender (including gender identity or expression), pregnancy, childbirth or related medical conditions, sexual orientation, marital status, domestic violence, sexual violence or stalking victim status, ancestry, national origin, alienage or citizenship, age, disability, military or veteran status, genetic information or predisposing genetic characteristic, or other protected status.*