

Fulfillment Coordinator

- Job Description -

Free Flow Wines is looking for a motivated individual to coordinate of all of our outgoing keg shipments. This position will work directly with the internal production team, external winery suppliers, wine wholesalers and 3rd party transportation companies in order to confirm inventory levels, schedule pick-ups & ensure on time delivery to markets throughout the country. A good candidate for this position will be able to multi-task efficiently, have an excellent attention to detail & possess a desire to take on increased roles & responsibilities. This position reports directly to Free Flow's Director of Supply Chain

Key Responsibilities:

- Process all incoming sales orders & review for accuracy
- Serve as liaison between Free Flow's customers & our 3rd party fulfillment warehouse
- Monitor on-site inventory levels via internal tracking systems
- Manage Free Flow's shipping schedule
- Enter and routinely update Free Flow's Distributor CRM database
- Create & maintain monthly inventory reporting for winery customers
- Disseminate fulfillment BOL's to winery customers
- Various other tasks as required

Qualifications:

- BA / BS Degree
- 1 -3 years production / logistics experience
- Customer service oriented
- Excellent verbal & written communication skills
- Comfortable with Microsoft Office, Microsoft Excel, Netsuite & Google Docs
- Proven ability to work effectively in a fast-paced environment with cross functional interaction and sometimes highly pressured situations
- Comfortable working in a small company atmosphere
- Reliable, honest, professional, energetic and a sense of humor
- Previous wine industry experience a plus

Salary: DOE

Medical: 80% Company paid for Employee, base plan

Simple IRA

Dental Plan: 100% Company paid for Employee

Paid Time Off (PTO)