

Inventory & Compliance Coordinator

- Job Description -

Free Flow Wines is looking for a motivated individual to coordinate all of our compliance, work order processing & new item set-ups. This position will collaborate with Free Flow's Production, Supply Chain and Customer success teams. The ideal candidate for this position will be able to multi-task efficiently, have a focus and priority on attention to detail and possess a desire to take on increased levels of responsibility. This position reports directly to Free Flow's Client Operations Manager.

Key Responsibilities:

- Work with winery customers & internal teams to process TTB COLAs and DBAs to ensure customer compliance.
- Work directly with winery customers to manage collar (label) designs, including graphic design layouts or amendments as needed.
- Responsible for managing printer orders, proofing for accuracy and meeting deadlines for delivery of collar orders.
- Review incoming production work orders for accuracy and facilitate adjustments as necessary to ensure all requirements are in place in a timely manner (COLA's, can corrosivity certificates, final volumes, etc)
- Create and maintain item set-ups for all SKU's within Free Flow's ERP system, and send to FFW's fulfillment partners
- Process inventory transactions necessary to maintain accurate inventory between Biagi and Winery Customer.
- Various other tasks as required

Qualifications:

- BA / BS Degree
- 1 -3 years compliance/planning/customer service experience
- Detail oriented
- Excellent verbal & written communication skills
- Comfortable with Microsoft Office, Microsoft Excel, Adobe Illustrator, 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

Compensation:

- Salary: Based on Experience
- Simple IRA
- Paid Time Off (PTO)
- Medical: 80% Company paid for Employee, base plan
- Dental: 100% Company paid for Employee