



Operations and Logistics Coordinator

Company Overview:

Luna Bay was born out of a desire to make a change in the beverage industry – to be the first non-GMO, gluten-free, low sugar libation crafted in Chicago. Creating a sustainable, mindful, and conscious company and culture is a top priority of Luna Bay Booch.

Position Overview:

The Operations and Logistics coordinator will be responsible for managing the production inbox and ensuring all production responsibilities are addressed daily. This position reports directly to the CEO. Manage all aspects of logistics throughout our supply chain. The logistics coordinator will be responsible for organizing and providing efficient transportation and storage solutions for the entire lifecycle of our products, from the acquisition of raw materials to final product distribution. Ensure efficient and cost-effective supply chain operations. You should also be able to promptly resolve distribution issues and have strong negotiation skills. Oversee forecast and work in tandem with the Director of Sales on sales projections to ensure goals are being executed on.

Location: Chicago, IL

Essential Functions and Responsibilities:

PRODUCTION

Inventory/Projections/Scheduling:

- *Work with Director of Sales to forecast and plan for future personnel, equipment needs, and inventories, allowing ample time for ordering and implementation*
- *Finished Good Inventory Management: Work with CEO and Director of Sales to ensure all sales orders are met; avoid out-of-stocks, and ensure that all orders received are fulfilled OTIF (on time in full)*
- *Plan and order raw ingredient and packaging inventory based on forecasted production/sales needs*
- *Ensure all spreadsheets and production softwares are up to date with current numbers weekly*
- *Own production process in Ekos, including batch progression, raw materials input and receipts, inventory hard counts*
- *Input and manage sales orders and distributor invoicing*
- *Maintain distributor relationships to facilitate ordering and billbacks*
- *Understand production timeline and relay necessary information to Senior Team*

Forecasting/Sales

- *Responsible for data gathering/analysis, identifying trends/gaps, building action plans, and driving execution*
- *Planning and forecasting ability and accountability to manage overall inventory*
- *Provide accurate and timely reporting on inventory, OOS and logistic challenges*
- *Facilitate work across the relevant cross functional teams and functions to achieve On-Time-Delivery KPI target. Identify gaps/root cause analysis and lead initiatives in driving continuous business process improvement*



- *Work closely with Director of Sales to ensure orders are placed in a timely manner and executed correctly*

Quality and Reporting

- *Lead managing internal software systems, update with Chicago production team insights (i.e. Draught Lab, Ekos, Untappd)*

Logistics:

- *Schedule and manage freight shipments, coordinating with warehouses and production facility to ensure timely deliveries*
- *Manage production inbox from 9AM-10AM & 4PM-5PM Daily*

Qualifications/Work Requirements

- *Excel, Word and Powerpoint proficient*
- *Google Suite proficiency*
- *Remote communication professional (slack, gmail, gcal, etc)*
- *Lab skills and Micro understanding*
- *Brewer Certification or Fermentation Science education or applicable field*
- *Ability to work well in a team environment and independently*
- *Obsessive attention to detail*
- *Passion for the brewing process and alcoholic beverages*
- *Comprehensive understanding of brewing science, brewery operations*
- *Flexible schedule, some weekend work required*
- *Fast paced environment*
- *Flexibility to travel*
- *Cross department train*
- *Fill in for staff sick or PTO days*
- *High sense of urgency*

Disclaimer

The above job description is meant to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.