

ERP Clerk

General information

Job title:	ERP Clerk
Location:	Horseshoe Beverage 590 Enterprise Drive Neenah, WI 54956 United States
Employee type:	Full Time 6p-6a, 2-2-3 schedule
Job category:	Cross functional- Clerical/ Operations

Description

The ERP Clerk will be responsible for releasing and closing batches within the company's ERP system for Production. In addition, the ERP Clerk will be responsible for consuming materials to all production batch orders (i.e. for both bottle and can lines) with accuracy and verifying the returned material quantities are correct as listed in AX. The ERP clerk will work closely with the Production Departments, Supply Chain and Warehouse teams to develop the production run plan and communicate material shortages and availability KPI's (inventory accuracy) for each day across all shifts within the production departments. The ERP clerk will work with Quality and Supply Chain on aged inventory reporting and coordinate extension, destruction and replenishment appropriately to maintain the production schedule. The ERP Clerk will report directly to the production supervisor.

Requirements

- Self-directed and personally motivated.
- Ability to effectively manage multiple priorities in a fast-paced environment.
- Must have a strong attention to detail.
- Basic computer skills with proficiency in Microsoft Excel and Dynamics AX
- Experience working within the ERP system is strongly preferred
- Strong cross functional communication skills. Must have the ability to meet the information needs of the team through regular and effective communication and follow-up.
- Available and flexible to work overtime as needed to support the team and the business needs.
- Identify and propose systematic schedule changes to reduce equipment downtime by communicating directly with the Supply Chain team.
- Support inventory accuracy by performing systematic adjustments/ inventory moves within AX to ensure accurate material usage and returns to inventory.
- Investigate inventory discrepancies and report on them to the necessary parties.
- Knowledgeable of administrative processes, systems and procedures for area of responsibility.
- Ability to operate a forklift.

ERP Clerk



QUALIFICATIONS:

- Forklift certified.
- Have significant experience related to area of responsibility.
- Possess strong cross functional communication skills.
- Demonstrates the ability to meet the information needs of the team through regular and effective communication and follow-up.
- Ability to effectively multi-task job responsibilities in a fast pace environment.
- Very strong administrative and planning skills.
- Positive, respectful, high energy, team focused, and motivating personality with the team and across functions.
- Team player able to work well with others and contribute to a positive work environment.
- Ability to remain calm, apply good judgment and decision making under pressure.
- Ability to effectively troubleshoot a variety of issues (assess a situation, identify the cause, and determine potential solutions).
- Able to use Microsoft suite of products including Excel
- Able to take initiative to make things better and is positive and supportive of process improvement efforts.
- Available and flexible to work overtime as needed to support the team and the business needs.
- Strong record of performance in the areas of attendance, safety, quality, and productivity.
- High school diploma/GED required, post-secondary education preferred.

Disclosures:

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Trilliant Food & Nutrition is a Drug Free Workplace. All applicants are subject to a drug screen and background check as a condition of employment.
- EEO/AA including Vets and Disabled
- If you need a reasonable accommodation for any part of the employment process, please contact us by email at Jobs@TrilliantFood.com and let us know the nature of your request and your contact information

COMPANY OVERVIEW:

Horseshoe Beverage Company in Neenah, Wisconsin, was built in 2017 as a highly automated beverage retort facility. We have used our years of experience to develop and produce functional great tasting shelf stable beverages that are consumer centric.

Learn more about our growing company at horseshoebeverage.com.