



## **Production Coordinator**

### **COMPANY OVERVIEW:**

HORSESHOE BEVERAGE COMPANY, headquartered in Neenah, WI, is a leading ready-to-drink beverage manufacturer focused on providing consumers with an outstanding beverages experience wherever, whenever. Leveraging industry-leading talent, state-of-the-art equipment, and our vertically integrated supply chain, we strive to be at the forefront of beverage innovation each day and deliver the highest quality beverages to our customers first. Today, Horseshoe offers a variety of nutritional, tea, and coffeehouse-inspired beverages within the following brands: Black Stag, Victor Allen, Brown Bomber as well as private label and contract manufacturing capabilities for our customers. Learn more at [horseshoebeverage.com](http://horseshoebeverage.com).

The people of Horseshoe come to work each day with relentless energy, enthusiasm and a promise to enhance the beverage experiences of millions of people. We invite you to explore opportunities at Horseshoe, to see if your talents and career aspirations may fit with our openings. An equal opportunity employer, Horseshoe welcomes and encourages diversity in our workforce.

### **POSTION OVERVIEW:**

The Production Coordinator is responsible for keeping all production lines supplied during the shift and setting up the incoming shift, while also minimizing any downtime whether it be problem solving machinery, or correcting supply issues. The Production Coordinator is also responsible for following the supervisor's leadership and translating that to the floor when the supervisor is in a different area or away.

### **RESPONSIBILITIES:**

- Make basic operating decisions and providing work direction to area employees
- Work with production scheduling to ensure supplies and production plan are well coordinated and downtime is minimized
- Assist operators as needed
- Coordinate with maintenance, quality or other functions as needed
- Ensure efficient process flow
- Hands-on training of new team members
- Facilitate shift start communication within area
- Coach team members in the areas of productivity, quality, cost, food safety and work safety
- Review and assists in tracking time and attendance in area
- Tracking performance metrics
- Be an effective resource for process related issues and questions
- Cross-trained to perform any position in the area as needed (some coordinators will perform area tasks regularly, and for some this will be as needed)
- Enterprise Resource Planning knowledge and execution of releasing, starting, closing batch orders. Understand Net requirements, and make basic business decisions based on scheduling, materials availability and Sales Order ship dates
- Employee time sheet review, correction and approval
- Responsible for following food safety/quality/regulatory policies and procedures, executing responsibilities as identified in standard operating procedures, and reporting food safety/quality/regulatory concerns to the Production or Quality Manager.

### **QUALIFICATIONS:**

- Have significant experience related to area of responsibility (i.e. production line operator skills would be required for a team coordinator on a production line).
- Possess strong one-on-one 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.
- Excellent training skills and ability to provide direction effectively to others.
- Very strong administrative and planning skills.
- Knowledgeable of administrative processes, systems and procedures for area of responsibility.
- 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 and willing to be an effective team member including performing regular work tasks in area as the position allows.
- 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.

#### **PHYSICAL AND MENTAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, and bending throughout the shift. The employees must frequently lift and/or move items up to and including sixty (60) pounds. Employee will need to be able to lift bags above waist level on regular basis. Specific vision abilities required by this job are close vision, distant vision, color vision, peripheral vision, depth perception and ability to adjust focus. This employee may occasionally have to operate business machinery. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Mental demands include multi-tasking, decision making, problem solving, comparing, copying, computing, compiling, analyzing, coordinating, and synthesizing data.

#### **HOURS AND PAY:**

Positions are available on multiple shifts at our Neenah, Wisconsin facility. We offer competitive base pay rate and comprehensive benefits package for full-time employees.

#### **SAFETY STATEMENT:**

At Horseshoe Beverage Co. safety is every employee's first responsibility. We expect all employees to adhere to all safety practices, have the moral courage to stop other individuals from performing unsafe acts, and immediately report unsafe conditions.

#### **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.
- Horseshoe Beverage Co. 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@horseshoebeverage.com](mailto:Jobs@horseshoebeverage.com) and let us know the nature of your request and your contact information.