



# **Production Software Administrator**

Classification: Non-Exempt

January 25, 2019

Supervisor: Production Manager

## **Job Overview**

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### **2 Towns Vision:**

We aspire to create craft cider that is accessible to the people, utilizing the most advanced cider making standards, and quality Northwest ingredients, without being afraid to do things a little differently. Much like our product, 2 Towns as a company is fun, unique, and filled with energy. Our crew makes what we do possible, and we are committed to fostering an environment of fairness, empowerment, and security.

### **Job Summary:**

This production software administrator position exists primarily to maintain prompt and accurate record keeping for production and packaging in 2 Towns' ERP system. This position will be working closely with the production and finance teams to ensure valuable data is properly recorded and maintained to facilitate efficient movement of product from raw materials through to finished goods.

## **Essential Duties and Responsibilities**

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### **Production Administrator**

- Maintains daily production records in SAP Business One platform ERP system (OrchestratedBeer)
  - Production orders
  - Packaging orders

- Alternate PO generation
- Alternate PO approval
- Inventory transfers
- Develop and maintain production reports for increased efficiency inside Orchestrated Beer
- Develop and verify production alerts in Orchestrated Beer
- Monthly physical inventory
- Raw material receipts/BOL's record keeping

#### **Miscellaneous:**

- Continuously finds ways to more efficiently conduct internal tasks
- Adheres to all safety protocols and procedures
- Adheres to all Employee Handbook policies
- Other duties assigned by management

### **Required Minimum Qualifications**

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- Must be 21 or older
- High school diploma (or equivalent)
- Proficiency with Microsoft Office suite of products and Google Drive
- Valid Driver's License and acceptable driving record
- Access to a reliable transportation

### **Desired Skills and Abilities**

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- Experience with an SAP or comparable ERP system
- Fermentation understanding/experience
- Manufacturing experience
- Experience with Crystal Reports
- Demonstrated ability to manage multiple projects simultaneously
- Excellent organizational skills and attention to detail
- Self-motivated attitude
- Take-charge personality; the desire to support business functions from behind the scenes
- Analytics/statistical analysis experience
- Willing and able to adjust to multiple deadlines, demands, and shifting priorities
- Ability to work independently as well as with colleagues
- Ability to identify conflicts before they arise and troubleshoot, as needed

### **Physical Demands**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand for long periods of time while using a computer. A majority of the work is sedentary. Some tasks require lifting and moving boxes <50lbs.

## Work Environment

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of this position will operate in a professional office environment. This role routinely uses standard office equipment. Due to the nature of this position, some work may be done remotely.

## Compensation and Benefits

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2 Towns Ciderhouse offers competitive wages that will be determined by experience and qualifications. Benefits for full-time staff include health/dental insurance, 401(k), Paid Time Off, profit sharing bonus opportunities when applicable, 70% off product purchases, and quarterly merchandise stipend.

## To Apply

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Please submit:

1. Your resume, and
2. A cover letter that addresses your experience working in a Production Administration type job to [jobs@2townsciderhouse.com](mailto:jobs@2townsciderhouse.com) by midnight on **Friday, February 15, 2019**. Please, no phone calls about this position. **Sorry, resumes submitted without cover letters will not be considered.**

***2 Towns Ciderhouse is an equal opportunity employer.***