



Job Title:	Brewery Operations Coordinator	Department:	Operations - Direct
Location:	I&G Brewery, Perth	Position Type:	Full Time/Permanent
Level/Salary Range:		Reports To:	Head of Supply Chain
JOB DESCRIPTION			
Role Overview			
Ensures efficient brewery operations by overseeing inventory, logistics, and compliance documentation. This role supports cross-department communication, maintains operational accuracy, and drives consistency in production and supply chain processes.			
Key Tasks			
<p>Transport & Compliance</p> <ul style="list-style-type: none">• Coordinate day-to-day dray operations, including driver scheduling and compliance with working time and driver hours regulations.• Ensure vehicles are maintained, safe, and compliant with legal and company standards.• Support driver training and ensure competence in vehicle and equipment operation.• Maintain compliance with the site Operator’s Licence and related transport documentation. <p>Warehouse & Logistics</p> <ul style="list-style-type: none">• Coordinate inbound and outbound logistics, including stock movements to and from co-packers and third-party sites.• Coordinate warehouse operations, including stock control, reconciliation (SAP vs. physical), and container coordination.• Support vehicle loading and unloading (forklift licence preferred). <p>Administration & Systems</p> <ul style="list-style-type: none">• Coordinate site administrative processes, including purchase order creation, waste disposal, and facilities support.• Ensure accurate record-keeping and adherence to company policies and procedures.• Liaise with Brewing & Quality teams on new product setup in SAP.• Support HMRC compliance for duty and production accounts. <p>Health & Safety</p> <ul style="list-style-type: none">• Act as site H&S representative and participate in the H&S Committee.• Serve as Fire Warden and First Aider (training provided if required).			



Qualifications & Education Requirements

- Experience in operations, logistics, or warehouse coordination.
- Strong organisational and communication skills.
- Proficient in Microsoft Office and business systems (SAP or similar).
- Self-motivated and approachable, with a practical and hands-on approach

Competencies Required

- CPC Transport Manager qualification would be advantageous (or willingness to achieve).
- Forklift licence. Training to be provided.
- Experience within brewing, manufacturing, or FMCG environments.
- CILT certification.

Additional Notes

Reviewed By (<i>Dept Manager</i>)		Date (<i>Yearly Update Required</i>)	
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