

**Job Title: Pre-Production Assistant****Location:** Edison, NJ 08820**Department:** Operations

At MetaBrand, we don't just manufacture beverages—we create innovation in every bottle. As a **Pre-Production Assistant**, you'll play a critical role in ensuring all materials, packaging, and documentation are in place so customer orders flow smoothly through production. This is a hands-on, detail-driven position for someone who thrives in a fast-paced, high-growth environment and loves turning complexity into seamless execution.

What You'll Do**Pre-Production Planning**

- Develop readiness schedules with contingency plans to avoid bottlenecks.
- Partner with Sales & Production to identify and resolve potential delays or urgent orders.
- Monitor staging of materials, ingredients, and packaging.
- Prepare reports on production readiness, efficiencies, and KPIs.
- Maintain accurate planning and tracking in ERP/MRP systems and Monday.com.

Raw Materials Verification / Staging

- Verify raw and packaging materials against client orders.
- Oversee deliveries to ensure on-time production.
- Track materials consumption from production runs.
- Coordinate with Supply Chain, Inventory, and Warehouse Teams to align timelines.

Cross-Team Collaboration

- Partner with Production to confirm schedule feasibility.
- Work with Sales and Customer Care to prioritize customer needs.
- Communicate schedules, updates, and delays clearly to all stakeholders.
- Collaborate across departments to streamline workflows and troubleshoot issues.

What We're Looking For**Required**

- Bachelor's degree in Business Administration, Supply Chain Management, or 3+ years of relevant experience.
- 1–2 years in production scheduling, workforce planning, or materials management.



- Experience with ERP/MRP systems (e.g., NetSuite, SAP, Oracle).
- Proficiency with Microsoft Office (Excel, Word).
- Strong organizational skills and attention to detail.

Preferred

- Background in food or beverage manufacturing.
- Bilingual (Spanish) a plus.

Work Environment

- Requires standing, lifting, and occasional work near machinery.
- Collaborative, fast-paced production setting.

Why MetaBrand?

At MetaBrand, we're more than a manufacturer—we're a **partner in innovation**. We help some of the most exciting brands in the beverage industry bring new ideas to life, from hemp-infused drinks to next-gen sports and energy beverages. Joining our team means:

- **Impact from Day One:** Your work directly ensures that cutting-edge beverages get from concept to shelf.
- **Growth Opportunities:** As a rapidly expanding company, we invest in our people and promote from within.
- **Team Culture:** We're collaborative, entrepreneurial, and solutions-focused—every idea counts.
- **Industry Leadership:** MetaBrand is recognized as a top innovator in beverage formulation and manufacturing, competing with some of the best in the industry.

If you're highly organized, solutions-oriented, and eager to contribute to the growth of an industry leader, we'd love to meet you.