

# Inventory Technician

## About the Role

As Inventory Technician, you will be responsible for maintaining proper supply, inventory, and ordering of over 2,000 dry, refrigerated, and frozen food ingredients and supplies, while also being responsible for shipping and receiving of goods to support the operation of the overall organization. This position works closely with the R&D and Innovation Teams and plays an important role in R&D project development. To be successful, you must be organized, energetic, systematic, and proactive in managing a complex and dynamic program that evolves daily based on business priorities.

## Key Responsibilities

- Inventory, document, order and receive raw materials daily to support all R&D initiatives.
- Inventory, document, order and receive office supplies to maintain breakrooms, chemical supplies, shipping and receiving supplies fully operational.
- Accept daily incoming packages and notify the appropriate team member.
- Store daily delivered packages in the appropriate location, making sure that no ingredients are temperature abused.
- Package and ship daily samples accurately and according to each request in the system.
- Maintain and clean R&D workspace according to a defined process and as directed by the R&D Managers.
- Develop a RM management system and protocols to ensure that a fully operational program is maintained accurately to support all R&D initiatives.

## Essential Duties

- Maintain a daily ordering system and communicate orders/requests with all food ingredient vendors. Notify each developer and the R&D managers on the status and ETA of all raw materials ordered.
- Receive and sort FedEx, UPS, USPS packages daily. Deliver letters & envelopes to the appropriate team members. Properly store all temperature sensitive materials and notify each developer of the arrival and location of such materials.
- Properly pack all samples produced in the R&D Lab scheduled for shipping daily. Follow shipping protocol to ensure that samples are always maintained under proper temperature. Accurately place shipping labels and letters on all packages to ensure that each package reaches the correct destination 100% of the times. There's no room for error.
- Perform daily closing duties of the R&D Lab, shipping area and all other technical areas as needed, to ensure that spaces are clean and to a high sanitary standard.
- You must live by the Rubix Core Value Blocks: You must be Bold, a Leader, Open-minded, Creative, Knowledgeable, and Selfless.

## Qualifications

- Location: Jacksonville, FL
- Education: High School or GED minimum requirement. College degree preferred.



- Experience: Minimum of 5 years of experience in a role involving inventory control, FIFO practices, shipping and receiving, preferably in a food organization.
- Skills: Organization skills are a must. Hard working. Flexible. Dynamic. Great communication skills spoken and written to always represent the Rubix brand properly.
- Ability to lift to 50 lbs.
- Ability to drive a forklift and operate trash compactor and other mechanical equipment as needed.
- Supervisory Responsibilities: This role does not currently have direct reports.

### **Compensation / Benefits**

- Salary commensurate with experience
- Annual bonus potential
- Generous PTO plan
- Retirement / 401k plan
- Health, dental, and vision coverage

### **About Rubix Foods**

At Rubix, we believe big problems lead to big opportunities. We're a team of movers, shakers and tastemakers from all walks of the industry ecosystem and together, we tackle some of the toughest challenges in food – from research to rollout – at unparalleled speed. That's why so many of the biggest, most exciting brands in the world come to us for their flavor and ingredient needs... Their problems give us purpose. In fact, we love problems so much, we built a place to chew on them every day. Our new 50,000 sq. ft. first-if-its-kind Innovation Center is a foodie's playground, fostering greater creativity, collaboration and possibilities in the development of food. And we're filling it with the best and brightest minds in the biz. Do you love problems? Good. You might be one of us. #WeLoveProblems

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Qualified candidates may submit their resumes via email [careers@rubixfoods.com](mailto:careers@rubixfoods.com) with "Inventory Technician" in the subject line.