

Supply Chain Coordinator

About The Role

The Supply Chain Coordinator is responsible for the requisition of raw materials and implementation of new products, managing raw materials, and proactive management of cost of goods sold ("COGS"). This position works closely with R&D, Quality Assurance and Sales.

To be successful, you must be a highly motivated, detail-oriented, and organized individual that can balance multiple projects while prioritizing responsibilities.

What will I be doing?

- Minimum of 5 years of experience in supply chain management, with a focus on project implementation, raw material management, and COGS.
- Develop and execute strategies for the implementation of new products or formula changes within the supply chain, ensuring timely and efficient delivery of goods and services.
- Monitor and manage raw material inventory levels to ensure an uninterrupted production process and minimize stock-outs or overstock situations. This involves close collaboration with the Supply Chain Manager to ensure alignment between the anticipated production schedule and raw materials inventories.
- Coordinate with suppliers and vendors to negotiate pricing, terms, and agreements to achieve cost-effective procurement of raw materials and components.
- Analyze supply chain data and key performance indicators ("KPIs") to identify areas for improvement and implement corrective actions to enhance operational efficiency.
- Conduct regular assessments of supply chain processes and procedures to identify potential risks and develop contingency plans to mitigate disruptions.
- Ensure compliance with regulatory standards, industry best practices, and company policies throughout the supply chain management process.
- Foster strong relationships with internal and external stakeholders, including suppliers, manufacturers, and distributors, to facilitate effective communication and collaboration.
- Live by the Rubix Core Value Blocks: You must be Bold, a Leader, Open-minded, Creative, Knowledgeable, and Selfless.



Required Qualifications

- Minimum of 5 years of experience in supply chain management, with a focus on project implementation, raw material management, and COGS.
- Proven track record of successfully managing complex supply chain projects and initiatives, demonstrating strong analytical and problem-solving skills
- Proficiency in using supply chain management software and tools, as well as advanced proficiency in Microsoft Excel and other relevant software applications
- Excellent communication and interpersonal skills, with the ability to build and maintain effective relationships with internal and external stakeholders
- Strong organizational skills with the ability to prioritize tasks and manage multiple projects simultaneously
- A proactive and results-driven approach to problem-solving, with a keen eye for detail and a commitment to delivering high-quality results within set deadlines
- Must be available to work in-office, in Jacksonville, Florida

Here are some perks you can enjoy when joining our team:

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

What will it be like to work for 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