

# Supply Chain Administrator

## About The Role

The Supply Chain Administrator is responsible for managing production logs and associated data entry processes, as well as maintaining effective communication with co-manufacturers. This role will play a crucial part in ensuring the smooth flow of our supply chain operations and will contribute to the overall efficiency and effectiveness of our dynamic and evolving business.

To be successful, you must be a detail-oriented and organized individual that can balance multiple tasks and stakeholders.

## Key Responsibilities

- **Data Entry:** Accurately enter and manage data related to supply chain operations, including but not limited to inventory, shipments and production logs into the company's database or relevant software systems.
- **Production Logs Management:** Maintain comprehensive and up-to-date production logs, tracking and recording key information such as production quantities, quality control metrics, and any deviations from the established production plan.
- **Communication with Co-Manufacturers:** Establish and maintain clear and effective communication channels with co-manufacturers, ensuring timely exchange of information regarding production schedules, inventory levels, quality standards, and any pertinent changes or updates.
- **Documentation and Reporting:** Prepare and maintain relevant documentation and reports related to supply chain activities, including but not limited to production reports, inventory summaries, and quality assurance records.
- **Process Improvement:** Identify opportunities for process improvements within the supply chain and actively participate in the implementation of any necessary changes, collaborating with cross-functional teams as needed.
- **Compliance:** Ensure compliance with company policies and procedures, industry regulations, and best practices related to supply chain management and data handling.
- **Problem-Solving:** Address any issues or challenges related to data entry, production logs, or communication with co-manufacturers in a timely and effective manner, collaborating with relevant stakeholders to find viable solutions.
- **Live by the Rubix Core Value Blocks:** You must be Bold, a Leader, Open-minded, Creative, Knowledgeable, and Selfless.



## Required Qualifications

- Proven experience in data entry, production log management, or a similar role within the supply chain or manufacturing industry.
- Proficiency in using relevant software systems and tools for data entry and supply chain management.
- Strong communication and interpersonal skills, with the ability to effectively collaborate with internal teams and external partners.
- Detail-oriented mindset and strong analytical skills for accurately managing data and identifying potential issues or discrepancies.
- Ability to prioritize tasks and work efficiently in a fast-paced and dynamic environment.
- 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