

Supply Chain Analyst

About the Role

Rubix Foods is seeking a detail-oriented and proactive Supply Chain Analyst to manage ingredient commodity contracts, inventory disposition, and key account relationships. This role is responsible for balancing contracts, preparing inventory and liability reports, analyzing supply chain data, and driving cross-functional initiatives to support cost-saving and liability-reduction efforts.

This is a full-time, salaried, exempt position. While standard working hours are Monday through Friday, 8:00 AM to 5:00 PM, additional hours may occasionally be required to meet business needs.

The position reports to the Director of Procurement and requires a high level of analytical, organizational, and communication skills to drive strategic decision-making and contribute to operational success. This role is expected to exercise independent judgment and make recommendations that support business-critical supply chain initiatives.

Key Competencies

- Strong attention to detail and ability to manage complex datasets
- Problem-solving mindset with a focus on continuous improvement
- Strong organizational and time-management skills
- Ability to synthesize data and present actionable insights
- Effective professional communication and interpersonal skills
- Proven ability to work in a fast-paced team environment with timely and impactful communication

Key Responsibilities

1. Contract Balancing & Inventory Management

- Manage key commodity and ingredient contracts to ensure alignment with business needs and supply chain objectives
- Maintain accurate records of inventory on hand and reconcile against contractual liabilities to reduce the risk of write-offs

2. Reporting & Data Analysis

- Prepare and distribute detailed reports on inventory levels, financial liabilities, and potential write-offs
- Analyze monthly inventory data to support recommendations on product disposition, transfers, or reorders
- Develop and maintain key performance indicators (KPIs) to monitor trends and identify opportunities

3. Key Account Management

- Serve as the primary contact for assigned accounts, ensuring accurate and timely communication regarding inventory and supply chain issues
- Build and maintain strong stakeholder relationships to support cross-functional collaboration and issue resolution

4. Strategic Decision Support

- Guide the team in making data-driven decisions that improve inventory accuracy and reduce liabilities
- Track cost-saving initiatives and monitor project deliverables against key milestones

5. Cross-Functional Collaboration

- Collaborate with procurement, finance, operations, and other internal departments to align on inventory strategy and cost-reduction efforts
- Support the implementation of initiatives that improve supply chain efficiency and financial performance

Skills and Abilities

- Advanced proficiency in Microsoft Excel (pivot tables, VLOOKUP, charts, etc.) and familiarity with data visualization tools like Power BI
- Strong analytical skills with the ability to interpret trends, assess risks, and propose actionable solutions
- Strategic mindset focused on minimizing waste and optimizing contract performance
- High level of accuracy in tracking, documenting, and analyzing inventory data
- Experience managing detailed contract and supply chain logistics
- Demonstrated ability to monitor project progress, track deliverables, and support cross-functional goals
- Familiarity with commodity markets for products like butter and soybean oil is a plus
- Experience with Microsoft Dynamics or other ERP systems is preferred

Travel

- No travel required

Qualifications

- Associate's or Bachelor's degree in Supply Chain Management, Business Administration, or a related field (relevant experience may be considered in lieu of a degree)
- Minimum 2 years of experience in supply chain, inventory management, or a related analytical role
- Strong written and verbal communication skills
- Demonstrated ability to work collaboratively across departments
- Proficiency in Microsoft Office Suite and data reporting tools

Location

- Jacksonville, FL (On-Site)

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-of-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