

Compliance Coordinator

About the Role

The Compliance and Sustainability Coordinator establish and enforces the discipline required to keep the business compliant with all regulatory, labeling, and product standards, while building the sustainability credibility expected by customers. The role evaluates, documents, and controls compliance risks inside the organization, ensuring every product, label, and claim meets legal and regulatory requirements before and after launch. At the same time, it creates a structured sustainability framework across the co-manufacturing network, gathers and validates data, and represents the company's position to customers on social, environmental, and animal-welfare programs. This role closes internal compliance gaps, drives readiness for evolving regulations, and provides a single accountable owner for sustainability expectations across customers and co-manufacturers.

This position reports to the Director of Quality Assurance and will work closely with departments across the organization, including but not limited to R&D, Q/A, Sales, Supply Chain and Marketing in an effort to align teams for successful completion of key projects that will grow the business.

Key Responsibilities

Compliance (Internal Focus)

- Maintain current knowledge of federal, state, and local regulatory requirements affecting food manufacturing, packaging, labeling, claims, weights, and artwork.
- Implement controls to ensure all SKUs meet regulatory standards before commercialization and throughout lifecycle.
- Own labeling and artwork review process for accuracy, compliance, and continuity with regulatory expectations.
- Maintain compliance documentation, audits, and recordkeeping.
- Coordinate with R&D, Supply Chain, and Co-Manufacturing to close compliance gaps and remediate findings.
- Conduct internal training to raise baseline competency on regulatory compliance across functions.
- Engage with manufacturing facilities to obtain and maintain records for internal and external compliance requirements.
- Direct, manage, and execute documentation requests through completion to address customer needs for the provision of documents and the completion of forms.
- Maintain and manage internal and internet-based QA document systems for customers and serve as the administrator for the program(s).
- Support the quality and technical teams by ensuring accurate and up to date information is on file for raw materials and finished goods.
- Work with raw material suppliers and plant partners to request and maintain accurate documentation.
- Coordinate manual and internet-based document systems for customers and serve as the administrator for the program(s).

- Make time sensitive recommendations, communicate effectively, seek others for input when needed, and protect the Rubix brand and customer base.
- Direct and manage documentation requests through completion for Rubix Quality team.
- Maintain, input and confirm information of materials into Genesis nutritional software and other formulation databases.

Sustainability (External Focus)

- Build foundational sustainability framework aligned to customer expectations across Social, Animal, and Environmental categories.
- Map current practices across co-manufacturers; identify gaps; create upgrade roadmap with QA and Supply Chain.
- Collect, validate, and maintain sustainability data from co-manufacturers for customer reporting and scorecards.
- Prepare sustainability responses and documentation for customer requests, RFPs, and audits.
- Coordinate development of policies, standards, and guidance for sustainability initiatives adopted across the network.
- Monitor emerging ESG-related regulations and customer requirements to anticipate future obligations.

Qualifications

- **Experience:** Minimum 5 years of experience in project management or similar cross-functional role.
- **Education:** Bachelor's degree in Business, Management, or a related field (or equivalent experience).
- **Location:** Jacksonville, FL (On-Site).
- **Travel:** 0-5% travel as needed.
- **Systems:** Proficiency in MS Office tools (Word, Excel, Outlook) and ability to pick up new systems.
- **Competencies:** Demonstrated ability to manage multiple priorities, meet deadlines, and ability to solve problems under pressure.

Skills & Abilities

- Regulatory familiarity within food manufacturing.
- Competency in tracking and interpreting compliance requirements.
- Structured documentation discipline.
- Ability to analyze supplier inputs and aggregate structured data for customer output.
- Detail-oriented with good organizational and time-management skills.
- Strong written and verbal communication skills.

About Rubix Foods

Rubix Foods is a full-service product development house with end- to-end manufacturing capabilities. We blend culinary creativity, food science, and consumer intelligence to fuel innovation for the industry's most exciting, high-momentum brands. From concept to commercialization, we streamline and accelerate the entire product development journey – delivering white-glove service, disciplined execution, and consistent results that raise the bar every time.



Our Vision: To be the food industry's first call – known for our speed, trusted for our quality, and chosen for our reliability.

Our Mission: To solve the food industry's toughest problems – creatively, collaboratively, and with unrivaled speed and execution.