

Office Administrator/Receptionist

About the Role

We are looking for a personable and organized Office Administrator/Receptionist to manage front desk operations and provide administrative support to the team. The ideal candidate will be the first point of contact for visitors and callers, ensuring a welcoming and efficient environment, while also handling various administrative and accounting supporting tasks to help keep the office running smoothly.

To be successful, you must be driven, organized, energetic, and proactive in managing multiple tasks based on team priorities.

Key Responsibilities

Office Administrator

- Greet visitors, answer incoming calls, and direct inquiries to the appropriate staff or department
- Manage the office reception area, ensuring a tidy and professional appearance
- Handle incoming and outgoing mail, packages, and deliveries
- Schedule meetings, appointments, and conference room bookings
- Assist with administrative tasks such as filing, photocopying, data entry, and document management
- Maintain and order office supplies, ensuring inventory is stocked and equipment is functional.
- Coordinate travel arrangements and accommodations for staff as needed
- Assist with onboarding new employees, including workstation setup and preparing orientation materials
- Support the organization of office events, meetings, and special projects
- Monitor and respond to emails and correspondence, ensuring timely and appropriate responses.

Accounting Support

- Assist the accounting department with:
 - Data Entry of Product and Freight Delivery Documentation (BOLs) into Great Plains ERP System



- Support the compilation and organization of Customer Invoice packets with complementary Vendor Invoices, BOL and other supporting information

Qualifications

- Location: Jacksonville, FL
- Education Requirement: High School Diploma or Equivalent (Associate Degree Preferred)
- Experience: 2 Years experience in professional experience in office setting
- Technical Skills: Basic Computer and Telephone Operations
- Travel: No Travel Required / Supervisory Responsibilities: Not Applicable

Key Attributes

- Must be reliable and trustworthy.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.

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.