

Supply Chain Coordinator

About the Role

The Supply Chain Coordinator is responsible for the implementation and requisition of raw materials supporting new products, and proactive management of cost of goods sold ("COGS"). The individual will work with several cross-functional departments to coordinate information, key project timelines and execution.

This position reports directly to the Director of Procurement and works closely with R&D, Quality Assurance and Sales to drive the tactical needs of the organization.

To be successful, you must be organized, self-motivated, and proactive in managing a complex and dynamic working environment including a special focus to bill of material cost review and new project commercialization.

Key Responsibilities

- 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.
- Work closely with the Supply Chain operations team to plan new item raw material deliveries to meet timing of pre-schedule production plans.
- 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 collaboration.
- Conduct regular assessments of supply chain processes and procedures to identify potential risks and develop contingency plans to mitigate disruptions.
- Supervisory Responsibilities: This position currently has no direct reports.

Qualifications

- **Location:** This is an in-office role based in Jacksonville, Florida
- **Education:** BBA in, supply chain, operations, or equivalent experience preferred.
- **Experience:** Minimum of 3 years of experience in supply chain management, with a focus on project implementation, raw material management, and COGS.
- **Travel:** No travel required
- **Systems:** Proficiency in Microsoft Office Products

Skills & Abilities

- Proven track record of successfully managing complex supply chain projects and initiatives, demonstrating strong analytical and problem-solving skill.
- 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.

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.