



Supply Chain Coordinator

This position manages and performs all operational procedures relating to general office administration and provides confidential high-level administrative support to the Supply Chain and Quality Assurance team. Responsible for handling multiple tasks and administrative duties and projects, coordinating meetings and projects that sometimes require extensive research. Handling confidential information, which would have immediate impact on the company's operations, performance, and reputation if shared beyond its intended audience. Demonstrates a high degree of professionalism, initiative. Assists in the timely management of all communication: written, via telephone, e-mail to variety of constituents, external supply partners and licensee's.

ESSENTIAL JOB FUNCTIONS:

Essential duties may include, but are not limited to the following:

- Good organizational skills. Maintains files in a manner that allows for easy retrieval of information.
- Exemplify strong problem solving skills and 'next-step' independent thinking with ability to anticipate needs and identify, improve and implement process
- Advanced knowledge of Microsoft Outlook, Excel, Word, and PowerPoint and B-50 reports
- Strong interpersonal skills; ability to communicate, both oral and written, across all levels in the organization
- Ability to multi-task with excellent time management and organizational skills
- Exemplify strong ability to be flexible, resourceful and make sound judgments
- Ability to maintain positive relations with internal and external contacts
- Monitor supplier quality compliance program
- Distribute and track all beverage agreements and supporting documentation
- Coordinate and track expiring pricing contracts
- Manages the Conference Fund program verifying contributions are collected each month, quarter, etc.; records and monitors participation levels
- Maintain updated vendor supply list
- Set pricing, invoice and collect money for vendors for annual Z convention
- Vendor registration for annual Z convention
- Work directly with our contact at the hotel to organize the vendor trade show for annual Z convention
- Assist events team with business and annual Z convention each year

QUALIFICATIONS:

- Proven administration skills, including proficiency in grammar, spelling, composition, and proofreading
- Excellent discretion and judgment in handling confidential data in a discreet manner
- Ability to work under pressure, prioritize workload and without supervision
- Self-motivated, resourceful, persistent and conscientious
- Excellent follow-through skills

EXPERIENCE AND TRAINING GUIDELINES:

- High School diploma required; Bachelor's degree preferred
- Minimum 5+ year's executive and administrative experience supporting executive level leaders
- Advanced knowledge of Microsoft Outlook, Excel, Word, PowerPoint

Zaxby's Franchising LLC is an equal opportunity employer and does not discriminate in employment decisions based on any factor protected by federal, state or local law.