



## OPERATIONS EXECUTIVE

SNACKZILLA is a new healthy kids snack brand, founded by a mum on a mission to make healthier snacking easier and tastier for all families. Our soft baked oat cookies have recently launched, with 50% less sugar than the average sweet biscuit, vegan and HFSS compliant. Our cookies carry the Good Choice Badge as part of the NHS's Better Health campaign.

SNACKZILLA recently received investment from the UK's largest bakery brand, Warburton's, and will be working with their support to meet ambitious growth plans over the next few years.

## ABOUT THE ROLE

We're looking for a ops and supply chain wizard that has an amazing analytical eye for detail, who will get our operations up and running smoothly. The role will entail creating and implementing all operational systems and processes, therefore you must have food logistics experience ideally in a start-up business. Working alongside our founder you will be responsible for customer management, day to day operations and supply chain. There's a lot of work to do, but for the right individual we are offering a chance to come in early stage with our start-up and really shape and grow the business.

### Customer Fulfillment:

- End to end management and execution of customer orders
- Manage logistics processes
- Being responsible for the set up and maintenance of product data and customer information
- Managing e-commerce orders, through our own website and Amazon
- Addressing customer enquiries
- Building processes to increase efficiency

### Supply Chain Coordination and Inventory Management

- Monthly forecasting, managing supply and demand
- Ensure we have the right level of stock and inventory in the right places at the right time
- Compliance management
- Managing export, ensuring compliance

### Production management

- Planning and liaising with our bakery on production runs, with ability to travel to our bakery as and when necessary
- Packaging management- sourcing and production management

### Financial support

- Produce customer invoices and PO's
- Support accounts receivable
- Manage monthly Xero reconciliation

### You need to have:

- Minimum 2 years FMCG experience in an ops/supply chain role
- A passion for kids brands and healthy kids food
- A can-do attitude and willingness to learn
- Enjoys life in a fast-moving start-up environment
- Ability and desire to learn new skills quickly to grow with the business
- Strong communication skills and capacity to adapt to diverse stakeholder groups
- Incredibly well organized, amazing time management skills and the ability to multi-task
- Ability to stay focused under pressure
- An eye for detail and excellent numeracy skills
- Fluent written and spoken English
- Analytical and loves a challenge
- A team player. Willingness to get involved in all parts of the business as necessary
- Self-motivated and ability to work independently using your own initiative
- IT proficient and able to use Microsoft Office (Word, Excel, PowerPoint) as well as similar cloud based systems (Google Drive Apps). Must have your own laptop.

Location: Home based, but with 1 day a week in office in SW London. You must be happy to travel to attend meetings when required.

Hours: Initial part-time contract, 20 hours a week, with aim to increase hours and turn into as the business grows. Must have ability to work flexibly across the week dependent on the needs of the business. We are happy to offer flexible working to adapt to your needs.

Salary: £20,000 (£40,000 FTE)

### INTERESTED?

Please email [marieke@snackzilla.co.uk](mailto:marieke@snackzilla.co.uk) with your CV and why you would be brilliant at this role!