Coffee Procurement Executive

About us:

Subko is committed to an ideal: to help reimagine, re-design. and re-invent an unlikely origin- the Indian Subcontinent--as a legitimate contributor to the global specialty coffee, craft baking and pod-to-bar chocolate making movements. Only raw materials enter Subko's facilities: all of the coffee, bakehouse and cacao products are crafted from scratch, in house. From crop to cup, pod to bar, and farm to table. We aim to provide a detailed, high-quality coffee, bake and chocolate experience to all our guests.

Roles & Responsibilities:

- Source and procure premium coffee and cacao green beans directly from origins.
- Spend significant time at coffee and cacao farms, especially during harvest seasons, to oversee and ensure quality and sustainable practices.
- Build and maintain strong relationships with local farmers and suppliers.
- Collaborate with on-ground teams for quality assurance and supply chain management.
- Implement sustainable and ethical sourcing practices.
- Manage logistics and supply chain activities related to coffee and cacao bean procurement.
- Prepare reports and provide insights on procurement activities and market trends.
- Helping discover new origins of coffee at the farm level, outside existing subko Microlot origins.
- Assisting in setting up the Subko research institute with a focus on Specialty Coffee and Cacao.
- Coordination with design and marketing team for publishing thought pieces, digital newsletters, and papers.
- Ensuring compliance with all relevant laws, regulations, and company policies, maintaining accurate procurement documentation, managing contracts, and providing necessary documentation for audits or reviews.
- Identifying and mitigating procurement-related risks, such as quality issues, and compliance concerns, and implementing risk management strategies to minimize potential risks.
- Participating in strategic planning activities, providing inputs for procurement strategies, identifying potential sourcing opportunities, and contributing to overall procurement planning and forecasting.



- Identifying process improvement opportunities in procurement operations,
- implementing best practices, analyzing performance metrics, and driving
- continuous improvement initiatives to enhance procurement efficiency,
- effectiveness, and overall performance.
- Other related tasks to the above that may emerge over time.

Qualifications:

Minimum 1 year of similar work experience in the coffee industry

Perks of joining our team: You will be part of a company which is growing at an exponential rate, started just 3 days before the lockdown in 2020! We were able to grow from a team of 20 to 120+.in a span of 3 years.

We are a bunch of very young and ambitious people who are excited to learn and grow each passing day. One thing we can definitely bet on is that you will love working with us and grow in your career.

Apart from that some benefits include:

- Mediclaim
- Travel Allowance
- Lunch Facilities
- Employee discount available at our outlets
- Provident Fund

You can get in touch with us at:

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Contact Number: - +91 7021 215 787 (Monday-Friday - 11.00 AM to 6.00 PM)