

## Community Associate

### 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:

- To ensure that the retail space (Dukaan) is updated as per the required standards in conjunction with the design team.
- Daily inventory to be taken and par stock to be maintained on the Dukaan shelf.
- To ensure that the retail chocolate space (Cellar) is updated as per the required standards in conjunction with the cacao mill team
- Daily inventory to be taken and par stock to be maintained on the Cellar shelf.
- Engage with customers on the lobby level and assisting them with their purchases.
- Ensure that the bills are punched accurately for all purchases.
- Follow a strict FIFO on all edible products in the retail sections.
- Conduct pre-scheduled Cacao Mill tours by maintaining the schedule and reservations.
- Work closely with operations managers and drive sales as per targets set on a weekly/monthly basis.

**SUB KO COFFEE PRIVATE LIMITED**

Registered Address: 8-2-293/82/A/1239, Jubilee Hills, Hyderabad – 500033 Website: [www.subko.coffee](http://www.subko.coffee)

Corporate Address: Unit No. 2 Jak Compound, D K, 1st Cross Ln, Tel No.: +91 90047 00654 Byculla East,

Mumbai – 400027 CIN: U55209TG2019PTC132480

- Manage the phone line for Cacao Mill by responding accurate details to customers and assisting with queries where required.
- 1-2 years of experience only

**Skills Required:**

- Good communication skills, both verbal and written
- Basic computer skills
- Positive attitude, reliable, and punctual
- Customer facing experience

**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:**

- Medclaim
- Travel allowance
- Lunch facilities
- Employee discount available at our outlets
- Provident Fund

**You can get in touch with us at :**

**Email id :-** [whatsyourspecialty@subko.coffee](mailto:whatsyourspecialty@subko.coffee)

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

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