

Arby's Supply Chain Cooperative Position Description



POSITION TITLE: Analyst, Supply Management

REPORTS TO: Senior Manager, Supply Management

DATE POSTED: March 2017

POSITION SUMMARY:

The Supply Management Analyst will support the Supply Management team to assure supply and minimize obsolescence related to product tests, national events and Limited Time Offers (LTOs).

THE COOPERATIVE:

ARCOP, Inc. (www.arcop.net) is a non-profit Supply Chain Cooperative for the Arby's brand (www.arbys.com). ARCOP was formed in 1978 and is a separate company from Arby's Restaurant Group, Inc. (ARG) with governance oversight from an elected Board of Trustees representing Arby's franchisees and ARG. ARCOP utilizes the combined purchasing power of nearly 3,400 Arby's restaurants (~70% franchised) in the U.S. for goods and services that include food, packaging, beverage, capital assets, energy, service programs, freight and distribution management. Annual spend is \$1.3B.

Why We Exist: To be a 'best in class' supply chain organization driving business profitability through service to the ARCOP membership.

What We Do: We are business partners and supply chain professionals who execute ARCOP's 'Eight Rights': Hire the Right Team; Build the Right Culture; Develop the Right Partnerships; Ensure the Right Product Quality; Negotiate at the Right Price; Purchase in the Right Quantities; Distribute to the Right Place; and Deliver at the Right Time.

KEY RESPONSIBILITIES:

- *Responsible for managing the supply of inventory for tests, LTOs and other events:*
 - Responsible for communication of all LTO-related communications to Distribution Centers
 - Track and report on Distribution Center accuracy of communicated guidelines
 - Track inventory on a daily basis to ensure continuous supply at each Distribution Center
 - Perform in-depth inventory analyses to provide expected run-out dates for unique ingredients
- *Assist Manager in making production decisions for Unique Ingredients during LTOs:*
 - Make judgment decisions on additional production runs on unique ingredients during LTOs
 - Perform inventory need analyses, as needed, during LTOs to make recommendations to Manager on production decisions
- *Other Tasks:*
 - Maintain external relationships with Distribution Partner Account Reps

KEY RELATIONSHIPS:

- Supply Management and Purchasing Teams
- Arby's 3rd Party:
 - Distribution Partners – 7 Partners across 15 DCs
- Arby's Supplier Partners
- Arby's Franchisees
- Arby's Company Operations
- Arby's Marketing Department

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EDUCATION & REQUIRED EXPERIENCE:

- BS/BA Degree in and 2+ years of experience in Supply Chain/Logistics or similar role
- Understanding of logistics and distribution in a foodservice environment a plus
- High level of analytical skills required
- Project management experience preferred

REQUIRED KNOWLEDGE, SKILLS or ABILITIES:

- Excellent and demonstrated analytical and problem-solving skills including data evaluation, solution presentation and implementation
- Advanced computer skills for data processing, particularly Microsoft Excel
- Ability to communicate ideas in a convincing, influential manner and able to interact effectively at all levels in the organization
- A track record of building positive and respected relationships with team members, other functional departments, supplier and distributor communities
- Experienced with leading meetings effectively
- Proven success in influencing others in group settings and obtaining alignment when required
- Sound decision-maker
- High level of initiative, hands-on and multi-tasking capabilities
- Performance-driven, results-orientated with a strong work ethic
- Excellent interpersonal skills including oral & written communications with a customer service mentality

DIRECT REPORTS: No direct reports.

TRAVEL: 0-2 trips per year.