

Arby's Supply Chain Cooperative Position Description



POSITION TITLE: Category Manager, Indirect Sourcing (Building Assets & Services)

REPORTS TO: Director, Indirect Sourcing

DATE POSTED: March 31, 2017

THE COOPERATIVE:

ARCOP, Inc. is Arby's membership-based supply chain cooperative. ARCOP is responsible for securing, supplying and distributing a wide range of goods and services for Arby's restaurants. ARCOP is a separate company from Arby's with governance oversight from an elected Board of Trustees representing Arby's franchisees and corporate Arby's Restaurant Group (ARG).

ARCOP utilizes the combined purchasing power of nearly 3,400 Arby's restaurants (~70% franchised) in the United States for goods and services that include perishable (food, beverage) and disposable items. In addition, ARCOP will focus on securing competitive contracts for indirect products and services, such as kitchen equipment, smallwares, parts, distributor and freight programs, building assets, menu boards and signs, as well as energy and a broad range of services.

POSITION SUMMARY:

The Category Manager, Indirect Sourcing will oversee select category management functions as an integral part of ARCOP's indirect Sourcing team. This position will report directly to the Director, Indirect Sourcing. ARCOP and this position are located in Atlanta, GA.

The Category Manager, Indirect Sourcing will contribute to the growth and profitability of Arby's by optimizing sourcing strategies, programs, supplier relationships and processes. This position will provide strong support in the areas of cost management, program development, supplier management, project management and outstanding customer service. This position will ensure timely supply of high-quality products while focusing on cost-reduction initiatives to reduce initial capital investment, life cycle and expense-related costs.

PRINCIPLE RESPONSIBILITIES:

- Category management responsibilities include **Building Assets**. Some examples include HVAC, Roofing, Storefront, Hoods, Water Heaters, Security Systems, and other construction materials.
- Category management responsibilities also include restaurant-level and administrative **Service Programs**. Some examples include CO2, Used Cooking Oil, MRO, Roofing Installation, Pest Elimination, Hood Cleaning, Fire Suppression, and Utility Rebate Incentives.
- RFI, RFQ, and RFP execution including comparative analysis.
- National/regional program development and refinement.
- Supplier risk and performance management as well as supplier development.
- Cost management. Negotiate and track all cost-savings initiatives. This includes cost avoidance and cost impacts tied to annual pricing reviews.
- Develop and maintain all tracking, analysis and reporting functions.
- Oversee and support the needs of other departments, as well as franchise and company operations, relative to product, supplier and service related issues.
- Regular to daily interaction and collaboration with internal customers. Includes product reviews, testing and approval process execution.
- Interface with suppliers to solicit innovative ideas, collect data and observe processes.

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- Attend professional conferences to enhance industry contacts and remain current in product knowledge and industry technology as deemed necessary.
- Standardize and evolve processes, reporting and tracking to improve efficiency and effectiveness.
- ROI, business case and project scope development.

KEY RELATIONSHIPS:

- Reports to: Director, Indirect Sourcing
- Other Key Relationships:
 - ARCOP Team Members
 - Franchisee Owners and Operators
 - Corporate Design, Construction, Operations, Franchise Management, Finance teams

EXPERIENCE / SKILL REQUIREMENTS / EDUCATION:

Experience

The ideal candidate for this position will have:

- Minimum 5 years of strategic sourcing experience showing responsibilities progression
- Working knowledge of categories and related services outlined a plus
- Experience executing sourcing processes including due diligence, analysis, program development, negotiating/contracting, and supplier management
- Experience in supply chain cooperative, foodservice/retail industry or franchise system

Critical Competencies for Success

- Outstanding Service – highly responsive, elevated sense of urgency, customer-first mentality
- Performance driven - results oriented, takes control of situation, hands-on, strong initiative and work ethic
- Intellectual capacity – intuitive, ability to quickly understand, analytical
- Relationship management – builds credible relationships with both suppliers and stakeholders, ability to influence, lead meetings effectively
- Efficiency – productive, above average organization, prioritization, time management and multi-tasking capabilities
- Behavioral attributes – integrity, ethics, team player, professional, loyal
- Communication - excellent oral & written communications
- Quality – high-quality work produced with attention to detail
- Enjoys negotiating and problem solving

Direct Reports

- No direct reports

Education

- Bachelor of Science degree preferred in Supply Chain, Business or relevant field

Travel

- As needed. One (1) overnight trip per month on average.