

# Arby's Supply Chain Cooperative Position Description



**POSITION TITLE:** Category Manager, Procurement (Protein)

**REPORTS TO:** Director of Procurement

**DATE POSTED:** March 2017

## **THE COOPERATIVE:**

ARCOP, Inc. ([www.arcop.net](http://www.arcop.net)) is a non-profit Supply Chain Cooperative for the Arby's brand ([www.arbys.com](http://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.

## **POSITION SUMMARY:**

The Category Manager, Procurement will assist in overseeing the protein category management functions, as an integral part of ARCOP's Procurement team. This position will report directly to the Director of Procurement. ARCOP and this position are located in Atlanta, GA.

The Category Manager, Procurement 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:**

- Negotiate with suppliers concerning forecasting, availability, pricing, freight and terms and conditions of sale
- Establish and maintain vendor relationships
- Interface with internal departments such as Culinary, Ops Services and Marketing to provide optimum cross-functional planning and execution of purchasing functions
- Develop and maintain records, spreadsheets, supporting documentation and files regarding supplier activities and profiles
- Identify, develop and support cost-saving measures
- Manage and resolve product supply issues within the supply chain
- Manage documentation for new item setup and the inputting of data and pricing into company software system
- Prepare quarterly updates on markets and conditions for Board members and franchisees

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## **KEY RELATIONSHIPS:**

- Key Suppliers
- Internal departments such as QA, Culinary and Marketing
- Franchisees
- Purchasing and Supply Management Teams

## **EXPERIENCE/SKILL REQUIREMENTS/EDUCATION:**

- Four-year degree from accredited college or university required
- Working knowledge of purchasing systems, procedures, and specifications
- 3-5 years of experience in the protein business. National restaurant chain purchasing background a bonus
- Strong knowledge and use of Microsoft Office tools
- Ability to multi-task and thrive in a fast-paced environment with constant changes
- Good organizational skills, communication skills, attention to detail, and accuracy
- Ability to communicate with personnel at all levels of the organization
- Strong negotiation skills with emphasis in financial analysis
- Strategic Thinker

## **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

## **EDUCATION**

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

## **DIRECT REPORTS**

- No direct reports

## **TRAVEL**

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