

# Position Description

## Arby's Supply Chain Co-op



**POSITION TITLE:** Analyst – Logistics Management

**REPORTS TO:** Sr. Category Manager – Logistics

**DATE POSTED:** January 2018

### **PURPOSE & DESCRIPTION:**

This position will perform various analytical tasks to support the Arby's national distribution network with particular focus on inbound logistics, contracted pricing compliance, distributor buying bracket optimization, and various other ad hoc analysis and reporting.

### **KEY RESPONSIBILITIES:**

- Evaluate distributor purchasing brackets to optimize inbound freight
- Maintain inbound freight rates in ARCOP's contract manager portal
- Manage and track key metrics with 3<sup>rd</sup> party logistics provider
- Manage the process for identifying and correcting purchase price variances across Distributors
- Track and report distribution inventory valuation changes
- Assist with completion of business reviews with Distribution and Logistics partners
- Partner with the ARCOP Purchasing team to evaluate Distributor sales of unapproved items

### **KEY RELATIONSHIPS:**

- ARCOP's Distribution Partners (7 partners across 15 DCs)
- ARCOP's Supply Management and Purchasing Teams
- ARCOP's Re-Distribution Partner(s)
- ARCOP's Third Party Logistics Partner
- ARCOP's Supply Management and Purchasing Teams

### **EDUCATION & REQUIRED EXPERIENCE:**

- B.S./B.A. degree in Business, Supply Management or related field
- At least two years of equivalent or related experience preferred
- Understanding of the logistics industry strongly preferred
- Strong analytical skills with excellent understanding of Microsoft Excel
- Proficient with Microsoft Word and PowerPoint

### **REQUIRED KNOWLEDGE, SKILLS or ABILITIES:**

- Demonstrate analytical and problem-solving skills including data evaluation, solution presentation and implementation
- Track record of building positive and respected relationships with team members, other functional departments and suppliers
- Sound decision maker who has a firm but fair leadership style
- High level of initiative with hands-on and multi-tasking capabilities
- Performance-driven and results-oriented with a strong work ethic
- Excellent interpersonal skills including oral & written communications with a customer service mentality

**PEOPLE MANAGEMENT:** This position does not have any direct reports.

**TRAVEL:** About 2-3 trips per year.

**ABOUT ARCOP/Arby's:** [www.arcop.net](http://www.arcop.net) / [www.arbys.com](http://www.arbys.com)