

Position Description

Arby's Supply Chain Co-op



POSITION TITLE: **Associate Category Manager – Distribution Management**

REPORTS TO: VP – Distribution & Logistics

DATE POSTED: January 2018

PURPOSE & DESCRIPTION:

The primary purpose of this role will be to manage ARCOP's re-distribution, smallwares and PPE/Safety/First Aid programs for the Arby's supply chain network. The role will continuously identify and implement supply chain opportunities by optimizing costs through supplier relationship development, contract negotiations, strategic sourcing and project management.

Re-distribution is a supply chain optimization strategy which improves product turns and reduces costs for items that would normally ship at less-than-full truckload quantities to a distributor. With redistribution, suppliers ship full truckload quantities to a re-distributor who then mixes and ships out full truckloads to distributors.

Smallwares category procurement management covers a wide assortment of non-consumable products that are purchased by restaurants. Examples of smallwares include: knives, pans, cutting boards, food preparation utensils, etc.

KEY RESPONSIBILITIES:

- Conduct and manage effective RFI, RFQ, RFP events including comparative analysis for assigned categories responsibilities.
- Support and manage Marketing and R&D initiatives, tests and system rollouts.
- Continuously optimize the supply chain to reduce cost and drive product turns
- Manage and develop suppliers.
- Negotiate and track cost savings initiatives, which includes cost avoidance and cost impacts tied to annual pricing reviews.
- Improve and manage all tracking, analysis and reporting functions for assigned responsibilities.
- Oversee and support the needs of other departments, as well as franchise and company operations related to products and supplier services within assigned categories.
- Manage regular interaction and collaboration with internal customers, which includes product reviews, testing and approval process execution.
- Interface with suppliers to solicit innovative ideas, collect and report data.
- Attend professional conferences to enhance industry contacts and to remain current in product knowledge and industry technology as deemed necessary.
- Standardize and evolve processes and reporting to improve efficiency and effectiveness.
- Build and maintain positive, open relationships with all constituents.

KEY RELATIONSHIPS:

- ARCOP's Re-Distribution Partner (1 partner)
- ARCOP Smallwares Distributors (4 partners)
- ARCOP's Distribution Partners (6 partners across 14 DCs)
- ARCOP's Supply Management and Purchasing Teams
- Arby's Operations Teams

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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 distribution in the foodservice restaurant industry 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
- RFI, RFQ, RFP process execution
- Ability to communicate ideas in a convincing, influential manner and to interact effectively at all levels in the organization
- Track record of building positive and respected relationships with team members, other functional departments and suppliers
- Experienced with leading meetings effectively
- 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 will have no direct reports

ABOUT ARCOP/Arby's:

- www.arcop.net
- www.arbys.com