

Arby's Supply Chain Cooperative Position Description



POSITION TITLE: Planning & Analytics Analyst

REPORTS TO: Planning & Analytics Manager, Supply Management

DATE POSTED: January 25, 2018

PURPOSE:

The Planning & Analytics 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). Annual spend is nearly one billion in food, packaging, beverage, freight and distribution services. ARCOP is a separate company from the Arby's brand with governance oversight from an elected Board of Trustees representing Arby's franchisees and the Arby's Restaurant Group.

KEY RESPONSIBILITIES:

- Assist in all forecasting activities for LTOs and regular menu items:
 - Manage the sales vs. forecast process and run daily, as needed
 - Perform all historical sales analyses for the supply management team, as needed
 - Manage the maintenance of the ARCOP restaurant unit listing
 - Assist in all forecasting for LTO promotions
 - Provide backup for the Manager of Supply Management
- 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

EDUCATION & REQUIRED EXPERIENCE:

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

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REQUIRED KNOWLEDGE & SKILLS:

- 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 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

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

PEOPLE MANAGEMENT:

This position will have no direct reports

TRAVEL:

About two (2) trips per year

To apply for this position, contact Jennifer Stokes at jstokes@arbys.com