

# Arby's Supply Chain Cooperative Position Description



**POSITION TITLE:** Category Manager, Indirect Sourcing

**REPORTS TO:** Sr. Director, Indirect Sourcing

## **THE COOPERATIVE:**

ARCOP, Inc. ([www.arcop.net](http://www.arcop.net)) 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 focuses 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 Sr. 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:**

1. "Core" category management responsibilities for **Furnishings, Millwork, Lighting, Menu Boards, and Uniforms**. This position currently manages **23** different programs in total.
2. Supplier management consisting of managing performance, risk, and continued development. While many are small, this position is responsible for **49** supplier relationships.
3. Outstanding service, support, responsiveness, and relationship management with internal customers, franchisees, and field teams.
4. Cost management inclusive of negotiating cost savings, avoidance, and annual pricing confirmations for all supplier programs.
5. RFI, RFQ, and RFP execution including project scope development and comparative analysis. Lead national program development activity and implementation.

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## KEY RELATIONSHIPS:

- Reports to Sr. Director, Indirect Sourcing
- Franchisee Owners and Operators
- Corporate Design, Construction, Operations, Franchise Management, and Marketing teams
- ARCOP and Indirect Sourcing Team Members

## EXPERIENCE / SKILL REQUIREMENTS / EDUCATION:

- Minimum 5 years of strategic sourcing experience showing responsibilities progression
- Bachelor of Science degree preferred in Supply Chain, Business or relevant field
- 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 of work produced with attention-to-detail
- Enjoys negotiating and problem-solving

**People Management:** This position will have no direct reports

**Travel:** As needed. 1 to 2 overnight trips per month on average.