

# Arby's Supply Chain Cooperative Position Description



**POSITION TITLE:** Planning & Analytics Analyst

**REPORTS TO:** Planning & Analytics Manager, Supply Management

**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](http://www.arcop.net)) is a non-profit Supply Chain Cooperative for the Arby's brand ([www.arbys.com](http://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 3<sup>rd</sup> 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