

# Arby's Supply Chain Cooperative Position Description



**POSITION TITLE:** **Administrative Coordinators (Two)**  
1. Indirect Sourcing & Distribution  
2. Procurement & Supply Management

**REPORTS TO:** Sr. Director

**PURPOSE:** To serve as the primary support person for specific department(s) within ARCOP, including some office management responsibilities.

**THE COOPERATIVE:** ARCOP, Inc. ([www.arcop.net](http://www.arcop.net)) is Arby's ([www.arbys.com](http://www.arbys.com)) independent, 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 has 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 in the U.S. (annual spend is \$1.3 billion) for goods and services that include perishable (food, beverage) and disposable items. ARCOP also focuses on securing competitive contracts for indirect products and services, such as kitchen equipment, smallwares, parts, distributor/freight programs, building assets, menuboards, signs and energy.

## **KEY RESPONSIBILITIES:**

- Go-to person for misc. information/projects/requests, within the department(s)
- **See Key Responsibilities, specific to each position, on next page**

Other tasks:

- Team/supplier meeting setups (lunch ordering/pickups, booking conference rooms, etc.)
- Backup to other Administrative Coordinator
- Office management support:
  - Distribute ARCOP mail/packages, etc.
  - Ordering flowers for staff/suppliers (funerals, etc.)
  - Fire warden for the floor; Spring Cleaning lead/office maintenance
  - Party set-up: showers, pizza parties, potlucks, etc. (gifts/cards), birthday décor for cubes, etc.
  - Support Sr. Manager HR & Business Operations, as needed (admin/maintenance tasks, etc.)

## **REQUIRED SKILLS / EXPERIENCE / EDUCATION:**

- Strong knowledge and use of Microsoft Office Word, Excel, PowerPoint and Outlook
- Ability to thrive in a fast-paced environment, with constant changes
- Ability to multi-task many activities, projects and timelines
- Good organizational skills, attention to detail, and accuracy; a strive-for-excellence mentality
- Self-starter who can set priorities/goals and work diligently to accomplish them
- Ability to build positive/respected relationships with team members and departments
- Performance-driven and results-oriented with a strong work ethic
- Excellent interpersonal skills with strong oral/written communication and a customer service mentality
- 1-3 years of relevant work experience
- College degree preferred

## **KEY RELATIONSHIPS:**

- All ARCOP employees (reports to Sr. Director)
- Varying departments within Arby's/Inspire
- ARCOP and ARG suppliers/partners/customers

**PEOPLE MANAGEMENT:** No direct reports

**TRAVEL:** Very little to none.

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## **Key Responsibilities, specific to each Coordinator position:**

### ***Administrative Coordinator, Indirect Sourcing ("IS") & Distribution:***

- Reports to Sr. Director, IS
- Supplier pricing file update management
- Supplier legal document organization: drafting, tracking, reporting and execution support (NDAs, SSAs, COIs, Pricing Agreements, etc.)
- Supplier contact database tracking and reporting
- Inventory Purchase Agreements and Product Approval forms, as needed assistance
- Receive supplier sales data, analyze and report sales and savings
- Manage supplier system communications
- Project support – pricing, data and executive requests, DC survey callbacks, and collecting contact information for disaster planning events
- Energy procurement support
- Update and manage MyArbys.com lead documents (IS programs, distribution docs, job descriptions)
- IS program lead for catalog creation, updates and scrubbing for accuracy (ISG, Coke, POS, Energy Efficiency, Warewashing, e-Kitchen, etc.)
- IS program packet lead and edits in Microsoft, PDF and InDesign
- IS contact for supplier cold calls and ARCOP website updating
- IS Communications support/backup (i.e. ARCOP Communications)
- Manage supplier contact information
- Maintain IS lead time database and communication
- Maintain the mandated products/services database (once developed) and the single-sourced products database
- Assist with test agreements
- Annual convention support

### ***Administrative Coordinator, Purchasing & Supply Management:***

- Reports to Sr. Director, Procurement
- Vendor/item/pricing set-up and management
- Monthly pricing file/produce pricing file
- Monthly beef report
- Upload commodity reports and job descriptions to Myarbys
- Price variance research and resolution/pricing recommendations
- ArrowStream store data management
- Communicate pricing and item updates to appropriate teams within Inspire
- New pricing/item updates to Norah Schnack/RTI team
- Manage item pricing/DPS info to meet promotion management deadline for DC communications
- Purchasing project support (i.e. pricing requests for board, data requests, executive requests)
- Support SVP with preparation of Board meeting materials
- Support SVP in tracking of procurement team projects and savings
- Manage storage and organization of Direct Procurement and Supply Mgmt. info on shared directory
- Weekly team meeting calendar management
- CAD Agenda/meeting coordination
- DC call meeting coordination, agenda and notes



## **ARCOP, Inc. earned designation as a Great Place to Work-Certified™ company, in 2019.**

ARCOP offers an outstanding culture and a generous benefits package, some of which includes:

- competitive salaries and an annual bonus
- flexible work hours, including a weekly telecommute day
- a new, modern workspace environment, including a free, on-site gym
- access to an on-site child care facility
- friendly, motivated managers and coworkers
- a success-oriented team environment