

# Arby's Supply Chain Cooperative Position Description



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

**REPORTS TO:** Director, Indirect Sourcing

## **POSITION SUMMARY:**

The Category Manager, Indirect Sourcing ("IS") will oversee select category management functions, as an integral part of ARCOP's IS team. The Category Manager, IS 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; and 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.

## **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. In addition, ARCOP focuses on securing competitive contracts for indirect products and services, such as kitchen equipment, smallwares, parts, distributor/freight programs, building assets, menuboard, signs and energy.

## **KEY RESPONSIBILITIES:**

- Core category management responsibilities for **HVAC, Lighting, MRO, Construction Assets, Waste, Used Cooking Oil, CO2, and Pest Elimination**. This position currently manages **25** different programs.
- Supplier management, consisting of managing performance, risk and continued development. While many are small, this position is responsible for **31** supplier relationships.
- Outstanding service, support, responsiveness and relationship management with internal customers, franchisees and field teams.
- Cost management inclusive of negotiating cost savings, avoidance, and annual pricing confirmations for all supplier programs.
- RFI, RFQ and RFP execution, including project scope development and comparative analysis. Lead national program development activity and implementation.

## **KEY RELATIONSHIPS:**

- Reports to Director, Indirect Sourcing
- Other Key Relationships:
  - Franchisee Owners and Operators
  - Corporate Design, Construction, Facilities, Operations, Franchise Management, Marketing teams
  - ARCOP and Indirect Sourcing Team Members

## **EXPERIENCE / SKILL REQUIREMENTS / EDUCATION:**

Ideal candidate will have:

- Minimum of five years of strategic sourcing experience, showing responsibilities progression.
- Bachelor of Science degree, preferably 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.

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## *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 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 and written communication.
- Quality – high-quality work produced, with attention to detail.
- Enjoys negotiating and problem solving.

**PEOPLE MANAGEMENT:** No direct reports

**TRAVEL:** As needed. On average, one to two overnight trips per month.



**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