

Arby's Supply Chain Cooperative Position Description



POSITION TITLE: Analyst, Planning & Analytics

REPORTS TO: Sr. Manager, Planning & Analytics

PURPOSE:

The Planning & Analytics Analyst will support the Supply Management team to ensure supply and minimize obsolescence related to product tests, national events, and Limited Time Offers (LTOs).

THE COOPERATIVE: ARCOP, Inc. (www.arcop.net) is Arby's (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:

- 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



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