



## JOB DESCRIPTION

**POSITION TITLE:** Distribution & Logistics Manager  
**LOCATION:** Vaughan, Ontario  
**DEPARTMENT:** Supply Chain  
**REPORTS TO:** Director of Supply Chain  
**DIRECT REPORTS:** None  
**TYPE OF POSITION:** Full-time, Permanent  
**DATE:** October 22, 2020

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### **PURPOSE OF POSITION:**

The Distribution & Logistics Manager will manage the distribution network in Canada in support of KFC, Taco Bell, and Pizza Hut to ensure the uninterrupted supply of food, paper and supplies to our Franchisee's restaurants. This includes managing high service standards and food handling practices of the individual distribution centers. This role will also assist in other areas to drive the least landed cost for delivered products.

### **KEY ROLES & RESPONSIBILITIES:**

- Manage, track and report on the distribution service Key Performance Indicators (KPI's)
- Evaluate, enhance, and develop processes that will drive effective and efficient workflows in support of supply chain activities
- Manage, track and report on product obsolescence risk management, item activation/deactivation and item compliance
- Implement and manage corrective action plans with distribution related complaints and substandard service
- Ensure compliance with all terms, conditions, and parameters established within distribution contractual agreements.
- Monitor distributor inbound supply and safety stock levels to ensure on time delivery and that inventory positions will support supply continuity
- Manage cost recovery initiatives with distributors and suppliers reported through Invoice Purchase Variance processes
- Lead supplier allocations, distributor supply planning and corrective action plans in collaboration with Procurement where capacity constraints impact supply
- Foster strong working relationships with UPGC Team, Brand, and Franchise Operations Teams to communicate, plan and understand forecasts to support Distributor Planning
- Manage distributor sourced inbound freight, including inter-branch and re-distribution
- Evaluate inbound logistics/freight management opportunities and work with Procurement and Vendors to implement improvements
- Ensure system data is maintained and utilize technology/system to accomplish required tasks and ad hoc projects, reports, and analysis
- Manage preparation and execution of semi-annual business reviews
- Administer semi-annual distribution survey and drive continuous improvement
- Ensure appropriate actionable distributor continuity plans are in place and manage associated risk
- Manage distribution transitions and implementation of related contracts
- Development of proactive, accurate and timely supply communication to systems partners when appropriate.
- Other duties and projects as assigned.

**CORE SKILLS & COMPETENCIES:**

- Demonstrated analytical and problem-solving skills including data evaluation, solution presentation and implementation
- Advanced computer skills for data processing, particularly Microsoft Excel & PowerPoint for presentations
- Intellectual capacity – intuitive, ability to quickly understand, analytical, proactive
- Relationship management – build enjoyable and credible relationships, ability to influence, lead meetings effectively with internal and external stakeholders
- Leadership – ability to take ownership and lead a team to achieve desired outcome
- Service – responsive, elevated sense of urgency, customer first mentality
- Performance driven - results oriented, hands-on, strong initiative and work ethic
- Efficiency – productive, above average organization, prioritization, time management and multi-tasking capabilities
- Behavioral attributes – integrity, ethics, team player, professional, service orientated
- Communication - excellent oral & written communications
- Quality – high quality work produced with attention to detail

**EDUCATION & EXPERIENCE QUALIFICATIONS:**

- B.S. / B.A. degree or Community College Diploma in Business, Supply Management, or related field
- Supply Chain Accreditation is preferred (i.e. P.Log, CLTD, CCLP, SCMP)
- 7 years + of equivalent or related experience
- Understanding of distribution and logistics in the foodservice restaurant industry

**PREFERRED KNOWLEDGE, SKILLS, OR ABILITIES:**

- Experience working with distribution and logistics services, and the foodservice distribution network in Canada
- Experience working with and supporting franchisees

**DECISION MAKING AUTHORITY:**

- Selection of freight and logistics partners to support the organization
- Make recommendations to Director, Supply Chain for all aspects of Distribution optimization

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**Note to Applicants:**

UPGC Inc is an equal opportunity employer. We are committed to an inclusive and accessible workplace for all. UPGC encourages applications from all qualified candidates. Contact Gorett Serra at [gorett.serra@upgc.com](mailto:gorett.serra@upgc.com) if you need accommodation at any stage of the application process or want more information on our accommodation policies.

To be considered for this position, please forward your resume to:  
[gorett.serra@upgc.com](mailto:gorett.serra@upgc.com)

We thank all applicants for their interest but only those being considered for the position will be contacted.

**Candidates being considered for the position will be required to provide evidence of education as well as personal and professional references.**