

---

## CAREER OPPORTUNITY

**POSITION TITLE:** Category Manager

**LOCATION:** Vaughan, Ontario

**DEPARTMENT:** Procurement

**REPORTS TO:** Sr. Category Manager & Taco Bell Lead

**DIRECT REPORTS:** None

**TODAY'S DATE:** June 15, 2021

---

---

### **ABOUT UPGC:**

UPGC is a Canadian Company supporting 3 iconic brands, KFC, Taco Bell & Pizza Hut! Certified as a Great Place to Work for the last 4 years. At UPGC we are a small but mighty team leading the purchasing & distribution functions for all goods and services supplied to our KFC, Pizza Hut & Taco Bell franchisees' restaurants.

Want to learn more about us? Visit our website at [www.upgc.com](http://www.upgc.com)

### **PURPOSE OF POSITION:**

- To develop category\* plans and strategies, optimize costs, ensure continuous supply, initiate innovation, build strong and collaborative relationships with suppliers, the brands and the Franchisee community to drive stakeholder value.
- Expand category influence within UPGC to include Services, Consumables and Smallwares Procurement on behalf of UPGC and our Franchise Partners.
- Identify opportunities to leverage systems of scale and work in collaboration with the Brand and our Franchise Partners in leading the Sourcing Process through to execution for Services as aligned with UPGC Management.
- Consistently act in the best interest of ALL brands (KFC, Taco Bell & Pizza Hut) and brand partners across the system.

\*Categories may change from time to time to best accommodate business needs and ensure better alignment of responsibilities amongst the team.

### **KEY ROLES AND RESPONSIBILITIES:**

- Manage the Procurement for assigned categories at the best combination of quality, cost, economic order quantity (EOQ) and delivery.
- Manage sourcing process from Data collection, through RFP, Analysis, Negotiations and Execution striving always for best cost, quality and service achieved.
- Manage day-to-day aspects of category, including but not limited to pricing, shortages, transportation, promotions, shelf life, etc.
- Maintain, evaluate, and expand qualified reliable alternate and/or secondary sources of supply.
- Develop and execute buying and distribution strategy for categories outlined.
- Lead supplier discussions related to negotiations and/or issues pertaining to the contract terms.

- Conduct semi-annual/annual business reviews with suppliers in conjunction with members of the Procurement/Supply Chain teams.
- Manage supplier performance and ensure credible value driven relationships are built and maintained.
- Use all available sources to determine market trends that may affect prices; maintain timely and accurate knowledge of materials and accurate up-to-date cost records. Ensure that accurate data on changing costs is properly forwarded to key personnel.
- Complete an assessment of Risk Protocol utilized and enhance it for the purpose of ensuring we are managing category risks and have continuity plans across UPGC.
- Develop contingency and risk mitigation strategies and implement plans.
- Complete monthly LE's and the Annual Operating Plan (AOP) by managing and maintaining up-to-date costs/expenses on a period basis ensuring to remain on track through constant review. Provide reports as needed to the Brand and/or Board of Directors.
- Prepare Board presentation documentation for assigned categories for all brands.
- Work collaboratively with all team members within the UPGC umbrella to embrace a culture of information sharing and teamwork in support of continuous improvement across all brands.
- Managing multiple projects at different stages of their procurement & execution lifecycle
- Work internally with the Sr. Category Manager & Taco Bell Lead on managing UPGC projects.
- Attend meetings held by various stakeholders, present, provide input and recommendations as a representative of UPGC as well as bring pertinent information back to the team for action.
- Travel domestically as needed to trade shows; current and prospective suppliers for process familiarization, cost negotiations to build relationships and for general business needs.,
- Other duties as assigned.

#### **CORE SKILLS & COMPETENCIES:**

- Fundamental knowledge of the services & consumables sourcing along with program roll-out techniques/methodology.
- Project Management and excellent planning skills.
- Excellent verbal & written communication skills.
- Organizational & time management skills with ability to prioritize responsibilities.
- Experience in buying and successful negotiations.
- Experience developing Category Strategies is an asset.
- Knowledge of quality assurance philosophies, practices, and techniques are an asset.
- Detail oriented with strong analytical skills and excellent mathematical aptitude.
- A creative thinker with excellent problem-solving skills with ability to analyze situations and develop proactive solutions.
- Excellent interpersonal and relationship building skills.
- A flexible individual that works well under pressure.
- Team Player who interacts well with all management levels.
- Must be able to work professionally to resolve problems (both internal & external) in a fair and ethical manner while maintaining a positive working relationship and protecting the long-term interests of the company.

#### **EDUCATION & EXPERIENCE:**

- Community College Diploma or University degree in Business or equivalent work experience.
- 5 - 7 years' experience in a similar capacity, preferably in either food manufacturing or food service industry.
- Solid understanding of services, food and/or packaging sourcing is an asset.
- Actively working towards their SCMP – Supply Chain Management Professional, SCMA or equivalent.
- Intermediate to Advanced computer skills with entire Microsoft platform.
- Experience in the restaurant industry and consumer goods is an asset.



**WORKING CONDITIONS:**

- Travel local and domestic as required.
- Primarily in an open office environment, sitting for extended periods of time.
- A company phone will be provided as this position is expected to be available on evening and weekends.

**NOTE TO APPLICANTS:**

UPGC Inc is an equal opportunity employer and encourages applications from all qualified candidates. We are committed to a diverse and inclusive workplace. In addition, UPGC is committed to providing accommodations for people with disabilities. Should you require an accommodation at any stage of the recruitment & selection process or want more information on our accommodation policies please contact Goretta Serra at [goretta.serra@upgc.com](mailto:goretta.serra@upgc.com)

To be considered for this position, please forward your resume and cover letter to: [goretta.serra@upgc.com](mailto:goretta.serra@upgc.com) by **Friday July 16, 2021**.

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

**Candidates being considered for the position may be required to do some testing, provide evidence of education as well as personal and professional references.**

