

Reporting to the Director of Procurement, this position will support the team on Supply Chain and Quality Assurance needs for PDQ. Key activities include but not limited to, managing inventory and distribution, working with internal and external cross functional teams to ensure timely communication and providing QA assistance as needed. Assist on projects and rollouts in addition to the day-to-day supply chain activities, by working in a proactive manner with many departments to supply food, packaging and other items efficiently and at competitive prices.

Responsibilities Include:

Monitor and manage relationships with suppliers including contract compliance.

Assist in contract negotiations with suppliers; comparing FOB and Delivered pricing.

Audit pricing for accuracy within PFG and Fresh Point order guides.

Identify and implement actions that continually position the business and brand(s) for increased quality and reduced food costs.

Assist on forecasting usage and on costing models.

Assist with QA as needed to address any product quality or spec variation issues with vendors.

Partner with Marketing on menu management, product innovation and SKU optimization.

Assist in new product and LTO roll outs.

Work closely with Operations regarding any product, pricing, or service changes.

Address questions from the Operations team and helps resolve supplier related questions or issues.

Provide back-up to Director of Procurement on supplier inventory levels for all items, specifically LTO items.

Provide support on other supply chain related responsibilities as needed.

Required Knowledge, Skills & Abilities:

Strong and effective communication skills, both verbal and written.

Strong organizational skills.

Ability to work independently and proactively, with limited supervision.

Ability to multi-task and prioritize multiple projects simultaneously.

Skilled in calmly and quickly problem solving and identifying solutions under pressure

Able to handle confidential information with discretion.

Proficient in Microsoft Office, including Excel, Word and Outlook.

Required Experience:

Undergraduate degree, preferably in a related field.

5+ years working in supply chain.

Experience in purchasing for a restaurant company.

Working knowledge in freight management.

Restaurant or inventory management experience a plus.

Experience with PFG or Fresh Point is plus.

Travel Requirements :

Travel up to 2 nights per week.

This position is located in Tampa, FL