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|  | | **Job Description**  **Key Accountabilities Statement** |
| **Position Title:** | Director, BPM Brand Liaison |
| **Reports to:** | Vice President BPM |
| **Department:** | Brand Program Management |
| **Location:** | CSCS Glendale office, Glendale, CA |
| **Number of total reports:** | 0 |
| **Which Concept Co-op does this position support? (Apple / Pancake / Both)** | Concept Co-op specific |
| **Budget Scope:** | Varies based on event type |
| **Essential Duties** | | |
| * Principal liaison to the Brand for coordinating the Co-op’s support role for new product development, testing, and implementation for all promotions, limited time offers, menu conversions, restaurant profitability, and Brand programs. * Represent the Co-op at Pipeline, FOC, and FMC meetings. * Coordinate requirements throughout the Co-op organization. * Responsible for managing the authorization for inventory purchase process that provides authorization to the Co-op by Co-op Management, Concept Co-op Board of Directors Chairman and Brand President to order product to support tests, promotions, limited time offers, menu conversions and Brand programs. Accountable for the Co-op’s adherence to this process. * Oversee development of the inventory supply plan to ensure it is based on the appropriate sales forecasts provided by the Brand. * Communicate / report to management and cross functional team current event status and steps to effectively manage change. * Maintain the scorecard that measures stakeholder performance for each event supported. Effectively communicate results to management. * Lead cross-functional effort to develop and implement as necessary inventory depletion strategies for excess inventories. * Lead cross-functional efforts to evaluate Marketing scenarios and their potential impact to supply/obsolescence. | | |
| **Educational Requirements** | | |
| Minimum - Bachelor in Business or related field  Desired – MBA | | |
| **Experience Required** | | |
| Minimum – 7 to 10 years of experience in cross functional team leadership. Strong communication skills, both written and verbal. Demonstrated team leader and proven ability to communicate with C level leadership. Demonstrated project management skills.  Desired - Minimum required experience plus procurement or inventory management, preferable in the food service industry. Strong analytic/Excel understanding. | | |