



SMILES WANTED!



FOCUS on Making People Happy!

At FOCUS Brands, our mission is to FOCUS on Making People Happy!

In addition to the requirements outlined below, an important part of this role will include living up to the following mission and values . . .

OUR GUIDING VALUES:

- **Aim High:** we believe that each person should set personal goals to follow their dreams and we are committed to providing opportunities for people to achieve them.
- **Be The Best:** We believe in the unlimited potential of every human being and we believe that each of us has the opportunity to be the best we can be.
 - **Get Results:** We believe that achieving results is the primary reason we come together as a team and we have a relentless commitment to beating last year's results and achieving our long-term goals.
- **Do What's Right:** We believe that all of us have the responsibility to conduct ourselves with integrity and to treat everyone with respect.
 - **Go Green:** We believe that environmental sustainability is a worth goal and should play a role in all our decision making.
 - **Have Fun:** We believe that life and work are meant to be enjoyed and having fun is part of our success.
 - **Give Back:** We believe that each of us has the responsibility to help improve our communities and we work hard to make a difference in the lives of people around us.

Role	Supply Chain Systems Specialist
Operating Company	Focus Brands
Business Unit	Supply Chain
Reports To	Director , Supply Chain, Moe's

HUMAN RESOURCES ONLY	
Prepared By	_____
Created Date	_____
Revised Date	5/5/2010 _____
Exempt	_____
Non-exempt	<input checked="" type="checkbox"/>

ACCOUNTABILITY

The BASIX Systems Specialist will act as the main point of contact at FOCUS Brands for the BASIX information system and as the primary administrative agent for the Supply Chain Department.

PRIMARY RESPONSIBILITIES

- Coordinate all aspects of the BASIX System to include:**
- Ensuring the accurate and timely set up of all new and existing products, suppliers and distributor information into the BASIX system for each brand.
 - Ensuring accurate distributor order guide to include pricing, item sequence and FOCUS item number.
 - Auditing weekly reports and the input/assignment of unknown items as well as the follow up with distribution centers to ensure items are set up or assigned correctly.
 - Work with VP of Supply Chain, Directors, and BASIX to set-up, change or delete access codes for FOCUS Brands users.
 - Work with Directors to create, maintain and monitor supply chain reports in COGNOS to maximize effective management of supply chain information.
 - Work with Directors to track and reconcile revenue created by the BASIX system. Ensure that the FOCUS Brands Supply Chain receives the appropriate income generated by the BASIX Freight Management system.
 - Work with BASIX to create training material for internal staff to use the BASIX system and hold training classes as necessary.
 - Assist other FOCUS Brands departments in use of BASIX system.
 - Collect contract pricing information from directors and/or suppliers and update system.
 - Monitor price verification system for accuracy, and deliver exception reports to franchise system.
- Supply Chain income/brand Rebate Programs:**
- Verify the accuracy of rebate program payments from Coke to each brand as necessary.
 - Track Carvel distributors' monthly sales on items w/VMI, run VMI exception reports, and work with distributors to correct discrepancies.
 - Work with FOCUS Brands accounting to ensure proper monthly reporting of VMI income.
 - Work with Carvel Director and Financial Planning & Analysis Dept. to ensure accurate and timely mapping of Carvel item numbers in Distributors Database.
- Act as primary administrative agent for the Supply Chain Department:**
- Responsible for communication of all FAS notices to appropriate external distribution personnel.
 - Responsible for maintaining restaurant, bakery, and shop distributor information in FAS.
 - Responsible for maintaining accuracy of store contact information in FAS for the communication of price exception reports.
 - Mailings to franchisees, distributors and suppliers
 - Maintain department filing systems



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DESIRED KNOWLEDGE, SKILLS & ABILITIES (KSAs)

- Strong written and oral communication skills.
- Minimum of 2-3 years purchasing/auditing experience preferred.
- Food industry and franchising experience preferred.
- Excellent analytical and problem solving skills with strong emphasis on details.
- Ability to multi task
- Strong computer skills with proficiency in Microsoft Office- Word, Excel, Access, Outlook and PowerPoint
- College degree preferred.
- Ability to adapt to change quickly.
- Ability to interact with all levels of internal and external partners
- Professional, courteous, reliable and mature, with outstanding organizational skills.