Downloaded from <https://www.velvetjobs.com/job-descriptions/associate-sourcing-manager>

# Example of Associate Sourcing Manager Job Description

Our company is looking for an associate sourcing manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate sourcing manager

* Utilize available Sourcing tools
* Leads the engagement of the internal stakeholders divisional Marketing leads for Hill’s, to understand local Media business context and needs to build the pipeline of projects that have that highest savings potential
* Partners with IMC/Marketing leads on establishes agencies’ evaluation process to set up benchmarks for scope of work (SOW) development and tracking, feedback mechanism for continuous improvement, monthly fee management process
* Partner with manager on current issues for WIPS and other milestone meetings
* Provide high level of customer service to brand and brand partners by consistently building strong effective partnerships with merchant, design, tech design, production, teams
* Increase selection from new and existing vendors
* Establish & manage long term relationships with vendors by driving negotiation and re-negotiation of their terms
* Participates in highly strategic global, cross-functional Sourcing Teams championing the strategic sourcing process within the organization
* Supports, as a team member, strategic sourcing initiatives that impact sourcing decisions across Life Science sites world wide
* Helps prepare Business Cases, including ROI models, and effectively presents new programs to Management

## Qualifications for associate sourcing manager

* Proficient on basic computer programs including Microsoft Suite applications
* Project Management knowledge and experience preferred
* 5+ years in Supply Management with focus on strategic sourcing and supplier development is preferred
* Social media recruitment experience is required
* Language skills – the ability to support the LATAM region is essential
* MBA or SCMP / CPP designation would be an asset• Minimum of 5+ years of relevant work experience in a Procurement environment