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# Example of Associate Sourcing Manager Job Description

Our innovative and growing company is looking for an associate sourcing manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for associate sourcing manager

* Will be the primary contact and leader for Concur and the Travel Category
* Will be responsible for Credit Card and Concur administration
* Manages the sourcing process, including the RFI/RFP process and participation in make-buy conversion decisions and supplier selection process on a global basis
* Conduct spend and market trend analysis to develops global strategies generate defined plans for cost savings, risk assessment and mitigation, and sustainable sourcing strategies
* Manage all elements of assigned supplier relationships and ensure lowest total cost of procurement, including product cost, various commercial terms and performance metrics
* Conduct supplier/market research and track global manufacturing and sourcing environment
* Learns / applies knowledge and basic understanding associated with analysis of specific product categories and items in trend analyses, economic research (macro / micro), influences, quality, characteristics, competition, and nuances specific to sourcing of products
* Develop & implement supply security, cost efficiency and innovation projects to provide the best total cost solution to the organization
* Participates and executes defined plans for risk assessment and mitigation, and sustainable sourcing strategies
* Conducts Spend and market analyses, identifies opportunities, develops Sub-category and regional strategies, negotiates contracts and manages suppliers

## Qualifications for associate sourcing manager

* Ability to develop a strategic sourcing strategy from scratch and to execute on this strategy
* Ability to adapt to the varied corporate cultures and organizational structures of our clients
* A degree in a quantitative discipline, preferably business, finance, economics, engineering, Logistics or mathematics
* Minimum 5 years’ of IT strategic sourcing and/or contract negotiations experience
* Minimum 2 years’ of software sourcing and/or software category management experience
* Ensure Supplier compliance towards all J&J requirements (Reach, Financial Sarbanes-Oxley, Health & Safety, Environment, QA etc) through deployment of internal resources