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# Example of Consultant Sourcing Job Description

Our company is looking for a consultant sourcing. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for consultant sourcing

* Establish candidates to be presented to consultants for their respective areas
* Review and pre-screen candidates
* Work in conjunction with Recruitment Consultants to ensure fulfilment of all roles and resource for suitable candidates
* Manage a candidate/supplier care strategy during the recruitment process
* Identify sources for candidate attraction such as job boards, job events, database utilisation, talent pooling, social media, headhunting and networking
* Maintain and build talent networks, pools and banks to support the sourcing function
* Use of Social media as a recruitment channel to identify and engage high quality, diverse candidates for niche skill-sets
* Build and develop understanding of the Williams & Glyn business in order to effectively source suitable candidates
* Review, develop, redline, and negotiate third-party vendor contracts utilizing internal contract templates and vendor paper to include Master Services Agreements (MSAs), Statements of Work (SOWs)
* Conduct sourcing process including RFI/P, designing bid structure, managing bidding process and negotiation

## Qualifications for consultant sourcing

* Must have experience with integrating Ariba solutions with SAP and non-SAP applications
* You can expect to be fully integrated in a team with support from experienced Directors and Partners, opportunities in taking ownership of large projects work streams, with a high degree of independence
* Basic understanding of procurement business processes
* Experience of working across different stages of the IT sourcing lifecycle including requirements gathering, evaluation, RFP development and negotiation
* Providing advice and guidance on Public or Private sector procurements
* A good graduate degree (1st or Upper Second) from a reputable university