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# Example of Consultant Sourcing Job Description

Our innovative and growing company is looking for a consultant sourcing. 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 consultant sourcing

* Defines current work flow, performance metrics, relationships among commodities and processes
* Assesses leverage opportunities across organization
* Responsible for the execution and implementation of traditional, sub-category sourcing strategies
* KPI development and Annual CSR reporting stage
* Conduct in depth interviews, rank slate and recommend top candidates to Hiring Managers and Recruiters through management of all candidate pools, including but not limited to employee referral candidates, directly sourced candidates, direct applicants, internal applicants, agency submittals
* Strategic sourcing, contract development, master service agreements, partnering with internal business partners, running RFI's and RFP's
* Strategic Sourcing Consultant Senior level that has at least 4-6 years’ experience, strategic sourcing, contract development, MSA's, internal business partners, RFI's, RFP's, handled negotiations as well
* The client handles around $200M, national sales account team, commercial business and specialty divisions, product and planning
* Support the legal external category in sourcing, incentives and rewards, office supplies, mailings, shipping, and a couple other small categories
* Handle multiple projects, multi-task across diff projects and business partners, execute

## Qualifications for consultant sourcing

* Specific knowledge of Indirect categories
* Ability to meet travel requirements and work on projects abroad
* Experience in of the main Procurement and Sourcing tools
* Bachelor’s degree in Supply Chain, Engineering, Legal or other business related field is required
* Minimum 5 years of progressively increasing responsibility in Supply Chain Management, Finance, Engineering or Business Operations
* Accounting or Finance degree preferred, but will consider other educational backgrounds/equivalent work experience