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# Example of Global Supplier Services Job Description

Our growing company is looking for a global supplier services. 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 global supplier services

* Ensure adequate involvement and participation in control self-assessments to identify process deficiencies and build remediation measures to mitigate risk
* Reviewing and assessing the tax information provided by US suppliers is appropriate
* Determining what tax information is required by foreign suppliers and ensuring the correct information has been provided
* Analyzing existing supplier data when creating new requests to ensure supplier mappings are accurate
* Processing supplier requests received via the Global Supplier Portal
* TIN Validation on all new requests
* Tax documentation review
* Contract Workspace creation as needed
* Mapping of suppliers for Ariba as needed
* Meeting 24-48 SLA timeline to process requests

## Qualifications for global supplier services

* Measure and report on key metrics for the contingent worker category
* Work with the offshore Sourcing Team to ensure low value, low risk transactions are efficiently supported
* Experience working with contingent worker agencies and suppliers
* Responsible for leading the sourcing and contracting process for third party supplier spend for various groups within a Line of Business
* Works proactively with line of business colleagues to identify capable suppliers, lead the competitive sourcing process and negotiate and contract with the chosen suppliers
* Support the vendor rationalization program across CIB and AM