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

# Example of Sourcing Assistant Job Description

Our company is hiring for a sourcing assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sourcing assistant

* Closely follow critical path planners and Follow up deliveries with vendors (owning time and action from vendors weekly production status report with clear reasons of delays/eventual delays) & check against production/floorset report to prepare for any flagging needed to supervisor
* To act as a liaison between vendor and QA, in order to properly follow critical path, with regards to all QA issues
* Responsible for raising letters of credit, where required, prior to approval by Manager/Supervisor, checking prices on the letter of credit once goods are shipped, this includes also liaising with AP on blocked invoices
* Also deal with any price file queries from finance
* The Assistant Sourcing Manager will assist the Sourcing Manager to strategize order placement for each seasonal line, ex
* Deal with any price file queries from finance
* Follow up with Prod
* To act as the main point of contact for the suppliers on a day-to-day basis, ensuring suppliers are kept up to date with regards to key dates
* Works closely with functional areas in HQ, communicates & ensures all departments and functional areas collaborate together to achieve adidas overall objectives
* Responsible for raising letters of credit, where required, prior to approval by Manager/Supervisor, checking prices on LOC once goods are shipped

## Qualifications for sourcing assistant

* Excellent relationship management skills, the ability to work collaboratively with senior management
* Must be able to manage multiple projects concurrently, meet deadlines and deliver accurate results while staying professional and positive
* Play a lead role in representing LO/factory to Global Project Leaders/System Champions on planning systems and projects (ESC, DPOC, FCA, Split PO, ) from initial planning to rollout
* Good knowledge of Accessories & Gear products
* Good communication skill in English (verbal and writing
* Prod or dev/comm background