



Example of Procurement Sourcing Specialist Job Description

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Our company is growing rapidly and is looking for a procurement sourcing specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for procurement sourcing specialist

- Support internal business partners (IBPs) on adhering to procurement processes and procedures
- Potential to take on additional procurement related tasks over time
- Provide procurement support for the plant outage efforts
- First hand working knowledge of Strategic Sourcing Methodology is essential
- Analytical, influencing, facilitating, team-building, strategic thinking, process-driven
- Develop and implement the e-sourcing event funnel, performance KPIs and dashboard reporting
- Lead the creation, continuous improvement, implementation and alignment of e-sourcing processes and relevant documentation
- Identify requirements and support/deliver e-sourcing training and capability build
- Liaise with IP and suppliers to ensure e-sourcing licences, maintenance, contracts and upgrades are fit for purpose for lubricants e-sourcing requirements
- Expert analytical skills – the ability to gather, analyse, and interpret data from multiple sources to inform decision making and continuous improvement

Qualifications for procurement sourcing specialist

- Demonstrable knowledge, experience and understanding of Emptoris

- A proven track record of delivering e-sourcing results in complex, blue chip global organisations, dealing with multi-billion \$ spends
- Experience working outsourced functions
- Assist stakeholders in identifying re-quoting/redirecting opportunities identifying supplier diversity sourcing opportunities
- Bachelor Degree in Commerce or Administration or equivalent experience