



Example of Procurement Sourcing Specialist Job Description

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Our company is looking for a procurement sourcing specialist. 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 procurement sourcing specialist

- Management of relationship with vendors for Low Value Goods
- Manage problems, schedule changes and update ERP
- Negotiate and finalize purchase orders
- Maintain systematic expediting files of purchase orders
- Manages capital buying projects to include
- Understand and align in operational works to sourcing strategies
- Maintain vendor master data, SAP Outline Agreement and Source List
- Work closely with multiple countries' planners for materials mater data update and stock planning
- Issue Purchase Orders (PO) and obtain PO acknowledgements from Suppliers on timely manner
- Liaise with forwarder for importing shipment clearance and delivery to plant

Qualifications for procurement sourcing specialist

- The ideal candidate must demonstrate excellent analytical skills and attention to detail, be highly organized, self-motivated, good listener, and solution-oriented problem-solver with the ability to handle a variety of tasks independently and efficiently
- Additionally, this individual must be energetic, ethical, and desire a challenging work environment

- Preferred candidates will have experience and or knowledge with Marketing related services
- Preferred experience using ERP systems, familiarity with e-sourcing tools, CPIM and/or CPM certifications
- Customer focused, forward thinking