



Example of Procurement Sourcing Specialist Job Description

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Our company is searching for experienced candidates for the position of procurement sourcing specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for procurement sourcing specialist

- Contribute to the creation or amendment of Procurement policies and processes
- Utilize e-Procurement systems to facilitate sourcing, contracting and purchasing activities
- Drive Buy to Pay metrics and supplier On Time Delivery in Asia Pacific
- Drive operation excellence and productivity initiatives
- Work with Account Payable team to resolve vendors' invoice payment issues
- Proactively review data and identify opportunity to aggregate requirements and recommend opportunities to deliver and realise evidenced based cashable savings through smart purchasing and outcomes based requirements
- Identify opportunity and realisation of tactical saving initiatives both in the short and long term
- Draft high quality and considered sourcing plans and/or other project governance documentation in a timely manner
- To manage and execute the quotation and/or tendering process for general, low to mid value spend categories including the advertising of opportunities, publishing internal client-created tender documents (PQQ/ITT), managing the tender/bid clarification & facilitate the evaluation process where required, managing the contract award process
- Understanding client requirements in order to review and/or develop specifications, offer solution based challenge to add tangible value and

Qualifications for procurement sourcing specialist

- Able to interact equally well with all levels of an organization from front-line staff to high-level managers and physicians
- Proficient in a variety of software applications with the ability to produce complex spreadsheets
- Minimum five (5) years of experience in a combination of purchasing, contracting, materials management or other related areas
- Experience as a Buyer with contracting responsibilities
- Bachelor's degree in business administration, logistics or materials management, finance or other related field
- Professional certification e.g CPM or APICS