



# Example of Senior Manager, Strategic Sourcing Job Description

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Our company is searching for experienced candidates for the position of senior manager, strategic sourcing. 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 senior manager, strategic sourcing

- Manage the strategic planning, development, and coordination of indirect activities to advance Company goals, while effectively communicating key messages to internal and external stakeholders
- Manage and support contractual negotiations and contract administration for all programs
- Pursue innovative ways to continuously improve the Americas indirect spend
- Evaluate and identify business opportunities for America's Indirect and communicate with key stakeholders accordingly
- Support the strategic planning and coordination of Supply Management to advance Company global initiatives and goals, while communicating key messages to all internal and external stakeholders
- Support and coordinate long term goals for the Supply Management that become the basis for short term goals and annual operational planning
- Support the development objectives for the Americas Indirect team and how those objectives are going to be implemented and accomplished
- Provide oversight directly to the objectives of the CSS Manager
- Work cross functionally with Marketing, Sales, Legal, and Finance leadership to ensure the overall strategic direction of the Supply Management team is consistent with and supported by all these areas
- Work with key stakeholders, hotels, operating disciplines, and brand management, structuring the resources and activities of Supply Management

## Qualifications for senior manager, strategic sourcing

- Experience developing and managing strategies regarding sourcing decisions
- Management consulting experience with top tier consulting firm if consulting experience is in Procurement related projects, can count towards 5+ years of experience mentioned above
- Exceptional leadership, excellent business/financial acumen and project management skills to lead global teams and to ensure on time execution of projects, especially sourcing projects, process improvement initiatives, and accounts payable/procurement automation projects
- Proven ability to move fluidly between strategic initiatives and topics, and be a hands-on leader when necessary
- Analytically minded, able to visualize, conceptualize and solve problems, using data-driven analysis for the purpose of drawing conclusions to enable better decisions, promote process standardization, and improved usage of tools and best practices
- Self-starter with willingness to go above and beyond requirements, proficient in leading and setting direction for cross-functional teams, including demonstrated ability to motivate, influence and drive change across all levels of the organization and geographical boundaries