



Example of Sourcing Assistant Job Description

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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

- 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