



Example of Sourcing Associate Job Description

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Our growing company is hiring for a sourcing associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for sourcing associate

- Driving procurement processes and taking responsibility for leading contract and service level agreement (SLA) negotiations
- Keeping internal stakeholders informed of procurement activities and progress through collaborative working and pro-active communication
- Collaboration - Ensure that strategy aligns were applicable with MMD Human Health and Global Procurement
- Outsourcing Manufacturing (including Network Actions) => bidding, evaluating proposals, leading make vs
- Work independently with minimum supervision, conferring with supervisor(s) as needed
- Managing the Vendor Add Process
- Maintain and manage vendor data base and ensure accuracy of supplier classifications
- Deal with vendors, and manage contracts
- Help streamline projects and processes, which will include reporting, process improvement and analysis
- Maintain and administer the Procurement Dashboard on our intranet

Qualifications for sourcing associate

- Experience managing internal customers and users who interact with the Buying Center
- Interact with all onshore teams in order to create optimum throughput and drive efficiency of the transactions

- Interact with various Risk and Control groups within the firm in order to establish compliance MIS around the use of the category PSL's and adherence to the new 'Buying' policy
- Working experience of the Financial Services industry preferred
- Skilled on applicable PC software systems