



Example of Sourcing Associate Job Description

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Our company is looking for a sourcing associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for sourcing associate

- Improves financial position through ability to execute and deliver cost savings, non-price value opportunities and risk mitigation
 - Evaluates current and potential suppliers in coordination with Supplier Quality Teams
 - Drives the parts and process qualification in coordination with Supplier Quality Teams
 - Establishes and maintains rapport with all levels of supplier personnel and internal customers
 - Maintains updated candidate status / disposition in applicant tracking system to ensure compliance with company policies
 - Increase the impact of externally sourced innovations in RB by bringing new opportunities to the Business and sharing them widely to generate both interest and action
 - Support the outside innovation needs of the business wherever they arise (IMEX, PO1, CDO, and Innovation) as agreed through Portfolio Management Team
 - Increase the size and utility of the regional external network
 - Work within the matrix organisation to facilitate the identification, initiation, definition and delivery of innovation projects
 - Cross-category and brand agnostic support both Globally and Locally via delivery of externally sourced products and technologies
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- A Bachelor's degree in business or a related field and prior experience (5+ years) working in a manufacturing or retail environment with knowledge and hands on experience in sourcing
- Proficiency in Microsoft Office programs such as Excel, Word and PowerPoint
- High proficiency in Excel to create the costing and production spreadsheets
- The ability to create and manage highly complex business and delivery models
- Degree level education • At least 7-8 years experience working within the area of managing third party providers • Working experience of the Financial Services industry preferred
- Working consulting, change management, project management and strategic thinking capability