



Example of Sourcing Associate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of sourcing associate. 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 sourcing associate

- Work effectively within a diverse and global matrix Organization
- Provide the various analysis required to support spend analytics across multiple commodities
- Daily print transactions and interacting directly with paper suppliers, print suppliers, and our colleagues responsible for purchasing the business
- This role will also be utilized internally to present and sell the process to account teams across the business
- Support the Sourcing Process, including but not limited to, data-input for RFQs into IT-system (I-Source), sending out and tracking of RFQ`s, clarification of missing data with supplier and preparation of initial bidding overview in accordance with timeline and global sourcing policies
- Responsible to inform suppliers in case of no nomination decision by using relevant semi-automatic response IT-tools
- Responsible to create and place pilot orders, in compliance with all internal order processes
- Responsible to create Tool orders, PPAP orders, and Pre-serial parts orders, including tracking and follow-up of milestones and problem-solving with suppliers and internal functions
- Review open orders and communication/escalation of external and internal discrepancies to relevant buyer
- Check invoices for Tool orders, PPAP orders and Pre-serial parts orders and resolve discrepancies on invoicing, including internal and external

Qualifications for sourcing associate

- Basic impact and influence capabilities
- Well-developed communication and interpersonal skills (oral and written)
- Experience in Direct or Indirect Spend Preferred (capital projects, facilities services, lab pharma services, MRO)
- Knowledge and proficiency with SAP and/or other ERP system is preferred
- Must have a strong customer service orientation with excellent analytic, interpersonal, communication and negotiation skills
- Must have a proactive, creative and analytic approach to continuous improvement in delivering procurement services and identifying new opportunities