



# Example of Sourcing Associate Job Description

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Our growing company is looking to fill the role of sourcing associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for sourcing associate

- Review business specifications and statements of work
- Assist in the preparation and/or issue contracts and purchase orders for legal review and approval
- Expedite deliveries and conduct follow-up procedures when necessary
- Resolve basic contract and purchase order differences with suppliers
- Resolve basic payment problems with supplier and user departments
- Maintain agreement files, equipment records and/or specifications
- Prepare periodic activity reports
- Modify, maintain, and track operational forms (paper and/or electronic)
- Support and/or lead execution of procurement plans
- Assist/lead identification & screening/selection of potential sources

## Qualifications for sourcing associate

- Has experience in delivering presentations to executives and is able to achieve desired results through influencing capabilities
- Is able to develop business cases and formulate recommendations both written and verbally to influence decisions
- Technical knowledge of Wireline and/or Wireless Access Networks
- Must be proficient in Microsoft Office software (Excel, Access, Word and PowerPoint) with the ability for creation, manipulation and interpretation of data
- Textile, apparel and accessories product development and sourcing industry

- A good understanding of the Market Data core vendors Bloomberg, ThomsonReuters, Factset, IHSMarkit