



# Example of Sourcing Coordinator Job Description

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Our growing company is looking to fill the role of sourcing coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for sourcing coordinator

- Contacts vendors and shippers to ensure that orders for supplies and equipment are received on the dock by the promised date(s)
- Study pre-buy vs
- Administers and coordinates varied duties in support of department-specific functions, delegate tasks for manager, collect/ compile/ analyze data, prepare presentations
- Prepares summaries and may make recommendations to manager
- Participates in special projects and may reconcile department budgets
- May arrange meetings and conference calls and maintain calendars
- Organizes and expedites flow of work through the department
- Fully understands the e-sourcing solution tool, and the ability to make deployment recommendations
- Monitors Direct eRFx schedule to ensure Product Managers meet deadlines for deliverables
- Completes all biweekly, monthly and annual remittances for third party vendors and government organizations

## Qualifications for sourcing coordinator

- Conduct data analysis and use tracking systems to determine and monitor effectiveness of campaign strategy and execution
- Help to develop leadership portfolio in partnership with cms and alumni seeking out potential opportunities
- Supports the D, Impact Placement with the creation and maintenance of

- Supports the M, Teacher Recruitment with creation and maintenance of a prospect tracker
- Oversee team member TFACT management in an effort to ensure updated and accurate records are kept
- Desire to help build a movement toward eliminating educational inequity