



Example of Sourcing Coordinator Job Description

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Our company is hiring for a sourcing coordinator. 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 coordinator

- Be the back-up to conduct the import and export operation for the needed products and materials, including document preparation and coordination with forwarders
- Finish the other tasks the supervisor assigns
- Manage identified NPI Sourcing (sub-) projects to meet deliverables , supplier selection and enabling being concluded in time and at cost
- Maintains material control system to ensure accurate and timely data is available for reports
- Purchasing, negotiation and contracting – holding purchasing responsibility for the assigned country/region, conducting supplier negotiations and closing contracts
- Inventory Management – analyzing demand, purchase and process component inventory
- Supplier Management – managing current and potential future suppliers
- Cost and Quality Management – enabling access to favorable pricing and conditions whilst maintaining a high standard of quality
- Technology – supporting the development of technology solutions and the improvement of current tools
- Understand and utilize all aspects of sourcing tool train suppliers and co-workers

Qualifications for sourcing coordinator

- Send buying summaries to vendors
- Follow-up on inbound issuance and ship mode
- Good verbal & written communication in English Mandarin
- Experience must include broadcast television working on VIMN brand and programming responsible for content sourcing, coordination of creative program deliverables and distribution, digital technology, digital asset management and file-based/digital delivery workflows, file specs, delivery configurations, aspect ratios
- Associate's degree (AA) is preferred