



Example of Sourcing Specialist Job Description

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Our growing company is looking to fill the role of sourcing specialist. 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 specialist

- Assist with New Hire Orientation set up and preparation as needed
 - Hold quarterly supplier performance reviews
 - Drive improvements to supplier on-time delivery
 - Lead request for quote (RFQ) and supplier selection process for out-sourcing at the Waukesha manufacturing location
 - Should have an understanding of ERP systems and buying activities
 - Affect improvement in sourcing processes through digitization and simplification including management / employee communication, policy recommendations or management dashboards for individual spend controls
 - Solicit and evaluate proposals conducting price analysis techniques, using available expertise from supporting organizations
 - Responsible for assigned commodities to meet the requirements including achieving lowest possible cost for material, balanced against optimum quality and schedule needs
 - Monitor supplier progress and Coordinate training of suppliers to accomplish business initiatives
 - Identify best practices in conjunction with leaders of UW Medicine Supply Chain teams, including Materials & Logistics System Director, Information Services System Director, and Value Analysis Director to advise on the management of a complex perioperative inventory consisting of implants, consignments, general surgery products and specialty equipment
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- Good oral, written, presentation and interpersonal communications skills
- Ability to maintain high level of accuracy while producing high volumes under time constraints
- Ability to manage change in high tempo environment
- Under independent delegated authority, plan, award, and administer significant dollar amount purchase of goods and services covering a wide range of technically complex products and serve as liaison with perioperative staff to ensure effective overall operation of the procurement and payables system
- Advise the UW Medicine Surgical Services community on procurement policies and procedures recommending and implementing changes in procedures as necessary to support those units
- Develop long-term procurement strategies and implement procedures and systems which will support the perioperative programs and continued growth