



Example of Sourcing Specialist Job Description

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Our innovative and growing company is looking to fill the role of sourcing specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for sourcing specialist

- Leads the cross functional team (CFT) to determine the business and technical requirements and drafts necessary language to translate them into RFXs for distribution to suppliers
- Unit, cross-unit and cross-category sourcing (especially technical sourcing)
- Performing sourcing activities on defined spend/material categories, optimization of direct and indirect spend of the factory
- Focus on Total Cost of Ownership (TCO) to maximize business benefit and to bring best sourcing, logistics and quality results with/from external sources
- Effective collaboration and support of other factory functions (production, materials management, quality, fico etc)
- Keeping the internal material databases constantly updated
- Assist in developing technical specifications and/or scopes of work with internal customer
- Investigate, qualify and recommend bidders
- Develop and issue formal requests for quotes (RFQ's)
- Lead job walks and bid clarification meetings with internal customer

Qualifications for sourcing specialist

- High proficiency with all Microsoft applications
- Knowledge of medical terminology and items used in a hospital
- Demonstrated ability within a team assignment to take a lead role in interpreting and applying conflict resolution techniques

- Any UG or PG preferred with at least 6+ years' relevant experience in a sourcing and contract management process
- Successful, multi-year track record in a complex, multinational Sourcing organization