



Example of Sourcing Specialist Job Description

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Our innovative and growing company is hiring for a sourcing specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for sourcing specialist

- Certificate of Insurance (COI) maintenance, Certificate of MWDVBE maintenance, work with Supplier on securing Environmental Health and Safety Screening (EHS), etc
- Verification of user access for the vSource system
- Ad-Hoc Periodic Sourcing reports
- Provide other sourcing support related tasks as identified and defined from business needs as and when required
- Search for and recommend changes, such as utilization of new technologies and other measures to achieve operating efficiencies and increase customer satisfaction
- Partner with the assigned talent acquisition team members to develop and execute sourcing strategies aimed at generating candidate flow to meet overall recruiting goals, pipelines for critical talent segments
- Contract for goods and services to meet departmental needs by coordinating with clients their requirements
- Perform Contract Administration for the Surgical Services by developing and/or recommending contract language to ensure vendor performance
- Contribute to an effective and efficient contracting process
- Strive to develop professional skills that result in more efficient performance by keeping up with technological and market development in assigned commodity area(s)

Qualifications for sourcing specialist

- Bachelor's degree in Business Administration, Supply Chain, Engineering, Construction Management or equivalent experience required
- Ability to communicate in construction industry terms and concepts with internal clients and external suppliers
- Understanding commercial building design and construction processes
- Experience in site walk-throughs, construction insurance requirements and construction bidding processes
- Demonstrated ability to work as part of a team independently