



# Example of Sourcing Specialist Job Description

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Our company is looking for a sourcing specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for sourcing specialist

- This individual must keep abreast of market conditions and changes within the supplier's organization that may affect our relationship
  - Identifies sources for product/services in support of customer requests in a timely manner
  - Will source for various positions in the risk management and actuarial vertical
  - Work with functional stakeholders to identify requirements, establish the purchasing process steps and timetable for completion of the project
  - Help mitigate risk by ensuring that vendor agreements and purchase orders have appropriate contract terms in place, and work with the business and vendors to improve the efficiency of the purchase to pay process
  - Develop and manage a sustainable, high-calibre pipeline of active and passive candidates for roles across the recruitment project
  - We are looking for someone with experience of creative sourcing and attraction of quality candidates through to short listing and telephone screening whilst ensuring the recruitment system is consistently up to date
  - Along the way, you'll develop an in-depth understanding of how resourcing strategies are developed, considering best-value and efficiency at all stages, with time-to-hire, cost-to-hire and source as the key resourcing metrics against which you'll be measured
  - Assist in executing global and/or local strategies, working towards the development and management of a strategic sourcing pipeline
  - Responsible for vendor vetting, qualification and inspections
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- Flexible options on what time you start and finish your working day
- Experience Sourcing/buying engineering products and commodities (electronics, mechanical parts, forgings & castings, Field assembly and installation )
- At least 2+ years' of relevant experience in a Sourcing environment
- Candidate must possess extreme willingness to learn & adapt to the varied business requirements & demands
- Ideal candidate will have an inner drive to continually learn and improve
- Intermediate to expert skills in Microsoft office including