



# Example of Sourcing Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of 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

- Maintain professional relationships in a team/matrix environment
- The Sourcing Specialist is responsible for preparing contract documents including, but not limited to Confidentiality / Nondisclosure Agreements (CDAs / NDAs), Master Agreements, Scope of Work (SOWs), Exhibits, in compliance with all applicable laws, policies and aligned with best practices
- This position may review and negotiate pricing and contractual terms and conditions (Ts&Cs) as assigned by Management including consolidating and preparing relevant data analysis (bid comparisons)
- Enter all specifications, prepare request for bid specifications, and send to selected vendors
- Maintain accurate price quotation data for all projects/vendors quoted
- Work closely with and at the direction of the Sourcing Manager and Account Manager(s)
- Responsible for supporting eRFx and eAuctions to a high standard and to agreed SLA's preparing the output reports to the category managers
- Must have a thorough understanding current functionality of the Coupa eSourcing and CLM system suite
- Participating sufficient testing to ensure any live releases are as bug free as possible
- Responsible for providing system support on the Coupa eSourcing and CML system suite

## Qualifications for sourcing specialist

- Strong communication and negotiation skills, good math and analytical skills the ability to work in a high pressure, fast paced environment
- Ability to strategically think and problem solve from complex or diverse information
- Provide any other information regarding this job that is important for a thorough understanding of the role (works with external clients/organizations, travels)
- 3-5 years general commodity buying experience required
- Demonstrate an ability to analyze complex problems and come up with unique solutions
- Bachelor's Degree with an emphasis in a healthcare, supply chain management or other quantitative field