



# Example of Strategic Sourcing Analyst Job Description

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Our growing company is hiring for a strategic sourcing analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for strategic sourcing analyst

- Maintain master data records within the EPC Supply Chain
- Assist assigned functions/project areas with data analytics
- Track indexed market commodities, communicate market trends and project impact to overall cost
- Assist in development and implementation of the master data creation, approval, change, and obsolescence policies, processes and procedures for Vendor Masters, Material Masters, Customer Masters, and Bills of Materials
- Work in close relations with the Systems Business Division, Manufacturing MDM, Global Supply Chain, and MIS Team
- Act as process lead for all MDM workflows pertaining to the Systems Business Division
- Analyze workflow submissions for correct documentation per procedure
- Create, change and obsolete vendor master, material master and customer master records within the SAP system for the Systems Business Division
- Maintain process documents as procedures formulate for continuous improvement
- Maintain vendor standards and vendor numbering system

## Qualifications for strategic sourcing analyst

- Demonstrated experience in project management with the ability to support/manage projects over multiple businesses, with 5-20 stakeholders, and spend ranging from \$5M to \$100M/annually

- Driver and goal orientated
- Strong written, verbal, and listening skills that map to all levels of the organization from team members to Senior Management
- Minimum three years experience in a procurement or supply chain role with contract and price negotiation experience
- Experience with working automated purchasing systems