



Example of Strategic Sourcing Specialist Job Description

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Our innovative and growing company is hiring for a strategic sourcing specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for strategic sourcing specialist

- Administer and support the newsprint system (Abinet) database for newspapers, warehouses, freight forwarders, and suppliers
- Review and implement newsprint and coated paper orders according to allocations and price negotiations
- Establish regular communications with the key internal business partners, to ensure agreement and adoption of category strategies, on-going review of activities undertaken and maintenance of solid client service
- On time availability
- Help identify areas of risk for the business (i.e., delivery of service, quality, performance, timeline, warranty, governance)
- Measure vendor performance against contract SLAs and expectations
- Become a category SME for assigned Preferred Supplier agreements and lead QBRs for the assigned categories
- Obtain multiple quotes from vendors and evaluate pricing and services
- Build transparency of Supplier spend and key risks related to our suppliers
- Promotes and works towards balanced continuous (year-on-year) value improvement for all aspects of quality, service and cost with assigned supply base

Qualifications for strategic sourcing specialist

competitive prices and continuity of supply

- Skilled in multi-tier supply chain analysis
- Ability to create spend category strategy with the understanding of interdependences, risks, and impact of strategy by business unit
- Able to develop and implement contingency planning processes
- Experience utilizing freight forwarding/customs clearance services
- Demonstrated methods for streamlined supplier connectivity