



# Example of Strategic Sourcing Specialist Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is searching for experienced candidates for the position of strategic sourcing specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for strategic sourcing specialist

- Support R&D NPI project teams through milestones and ensure stage gate assignments are completed
- Works with Purchasing Managers to optimize the level loading of buyer work assignments across the organization
- Provides guidance and necessary training to Purchasing personnel
- Mentoring their assigned commodity teams
- Assisting area management in the development of area-specific strategies, goals, and guidelines
- Establishing procedures for documentation and reporting of area and commodity team initiatives and action plans
- Approval of right-sizing actions initiated by commodity teams
- Maintaining area guidelines and PeopleSoft assignments such as commodity team co-leads and supplier strategy
- Analyze and identify low cost sources for all identified commodities
- Evaluate key components to be targeted for cost reduction and / or sourcing strategies

## Qualifications for strategic sourcing specialist

- Proactive, with experience navigating complex organizations and juggling multiple priorities and types of work
- Strong technology skills PC, internet/intranet, e-procurement

- Computer proficiency in MS Excel, PowerPoint, and Word
- Ideal candidate has a degree in Business Management, Purchasing, or Supply Chain Management with knowledge and/or 3-5 years' experience in Facilities Management (terminology, metrics, technology)
- Five (5) years minimum of progressive challenging roles in sourcing and procurement with experience for multi-property operations