



# Example of Strategic Sourcing Specialist Job Description

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Our growing company is looking to fill the role of strategic sourcing specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for strategic sourcing specialist

- Identify, develop, and implement lowest cost source of supply for each commodity
- Provide in-depth spend analysis, supplier assessments, financial perspective
- Initiate requests for competitive bids
- Oversee contract negotiations and monitors contract implementation
- Conduct supplier performance reviews
- Audit dollars spent to ensure compliance to cost savings initiatives
- Plan successful innovation initiatives with suppliers
- Research, analyze and provide benchmark (industry, cost, best practice) information for assigned categories
- Develop logistics process design and improvement
- Control direction for sourcing goods and services

## Qualifications for strategic sourcing specialist

- Ideal candidate would demonstrate a passion for media industry (online, newspaper, broadcast)
- Skilled in identifying and implementing continuous improvement opportunities within the company and the supply base
- BS/BA required preferably with a business or technical emphasis Business Administration or related discipline

- Minimum 2-3 years experience in strategic sourcing activities, preferably in a production field
- Must be able to periodically travel