



Example of Supplier Specialist Job Description

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Our company is hiring for a supplier 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 supplier specialist

- Support Conflict Minerals compliance activities including supplier survey reviews
- Help further develop and coordinate all internal and external supplier training materials, and update standard operating procedures
- Update system with current and accurate information
- Effectively conduct follow up, contacting suppliers and/or sub-tiers when necessary to obtain status, pricing and lead time on all RFQs needed for PO placement
- Evaluate supplier lead times and delays to determine if their product and work progress will meet requirements
- Update and maintain P.O
- Management of supplier facing presentations ('Supplier Summits')

Qualifications for supplier specialist

- Strong project management skills and the ability to collaborate with a cross-functional team
- Good analytical skills and detailed oriented
- Strong and effective written and verbal communication skills to engage with all levels of management
- Sustainability consulting experience a plus
- Knowledge of Conflict Minerals regulations and compliance activities

