



# Example of Supplier Specialist Job Description

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Our company is growing rapidly and is hiring for a supplier 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 supplier specialist

- On a monthly basis, deliver and review with the supplier, a rolling twelve month forecast report to ensure all parties understand what is expected from the supplier
- Works on EDI application with suppliers and trading partners, defining mapping requirements and managing multiple interconnect requests such as van and AS2
- Be pro-active in maintaining a smooth flow of EDI mission critical by monitoring daily EDI messages, troubleshooting, problem solving, managing acknowledgements and providing user support
- Reviews all incoming data to ensure accuracy within the Business System (ASN accuracy – including cost, quantity and UCC128 standards) and assigns scorecard metrics
- Manage activities relative to collaboration with suppliers
- Works with outside EDI trading partners, the Company's application outside support partner, third party value- added networks in-house associates to ensure quality EDI transmissions for suppliers
- Creates and implements periodic review and maintenance of Standard Operating Supplier Procedures, Templates and Guidelines
- Obtains feedback from key stakeholders to determine if Suppliers are meeting performance obligations and expectations
- Proactively identifies emerging and/or systemic issues that impact multiple organizational functions

## Qualifications for supplier specialist

- Minimum of 1 year of Collections experience
- 1 year of Recovery experience
- 1 year Claims Processing Experience
- 1 year Recovery Experience
- 0-3 years' experience in a supply chain, procurement or accounts payable function
- Ability to collaborate with other departments