



Example of Supplier Specialist Job Description

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Our company is looking for a supplier specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for supplier specialist

- Responsible for analyzing, reporting data, utilizing Hyperion, and other tools for analysis and visualization, in order to support supplier success from EDI testing to complete UCC128 certification
- Facilitates discussions between IT and Suppliers to ensure they understand and are kept current of key EDI strategies and initiatives
- Acts as a resource and escalation point for operating units and suppliers to clarify processes or resolve problems
- Holds periodic operational performance reviews with key suppliers to review performance, establish corrective action plans, and ensure implementation of those action plans as described in the supplier scorecard in regards to ASN and UCC128 requirements
- Develop and lead Supplier Managed Inventory, maximizing consistency across the Enterprise
- Develop and execute sourcing plans, long term agreements, subcontract management plans (together with the Enterprise Contract Lead and Supplier Quality)
- Identify and coordinate improvements to the overall Agreement Management process and strategies
- Contribute to and help develop and execute the Logistics Supplier Roadmap
- Develop and lead negotiation strategies
- Develop and lead 3PL, Chemical, and MRO engagements, maximizing consistency across the Enterprise

Qualifications for supplier specialist

- Generate and review all customer report with director and make appropriate distribution as required
- 3+ years experience in a customer service related job
- Ability to influence without authority, drive consensus and work through difficult situations
- Team player who is self-directed and can effectively juggle multiple tasks at once
- Degree preferred or equivalent
- Minimum five or more years of business experience, working in relevant industry preferred