



# Example of Supplier Specialist Job Description

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Our company is growing rapidly and is looking 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

- Establish, maintain, and support all activities regarding special pricing programs
- Direct and coordinate branch offices, management, and suppliers with inquiries for existing programs and the implementation of new ones
- Resolve discrepancies related to claims through analysis and correspondence with suppliers and internal personnel
- Effectively navigate Motion's operating system to troubleshoot issues
- Develop and present training materials through webcast and classroom settings
- Support the Supplier Management team, create data-driven insights on escalation trends, and maintain feedback loops for Community Support to leverage these trends to mitigate risk
- Coordinate with outside vendors/contractors, if necessary, to schedule appointments associated with resolving issue
- Use quantitative & qualitative research methods to perform post-hoc root cause analyses on designated ad-hoc escalations

## Qualifications for supplier specialist

- Serves as point of escalation for any service level related issues that arise at the Internal Service Delivery Manager level
- Investigates and resolves variances in forecasted expenses or usage

- Identifies opportunities for additional value creation, costs savings, risk mitigation and operational efficiencies in Service Provider relationships
- Works in partnership with key stakeholder groups to enhance overall effectiveness of outsourcing engagement
- Monitors and audits all monthly charges to ensure accuracy of Service Provider charges, Client-retained expenses, and pass-through expenses