

VACANCY NOTICE

This Company is an equal opportunities employer and will not tolerate discrimination in any form. Appointments and promotions are made on the grounds of ability and suitability only. If you have a concern about any difficulty or health condition/s which may affect your application please contact a member of the HR Department

Position: Sourcing Analyst

Department: Purchasing Department

Location: CGT Romania, Decebal Avenue, 116A

Reason for Vacancy:

New Position

Salary Grade: P04

OUTLINE OF JOB

Purchases assigned items and executes buying strategies in accordance with agreed upon material buying plans at the optimum cost. Analyzes sourcing information and presents findings for process improvement and cost reduction while maintaining high quality product and/or service delivery.

RESPONSIBILITIES

- Procures inventory, supplies, and capital goods; places purchase orders with vendors.
- Analyzes sourcing and purchasing initiatives and processes in support of the delivery of cost effective and high quality goods and services.
- Prepares and presents recommendations of improvement opportunities and alternative courses of action to senior purchasing/sourcing leaders.
- Consistently applies sourcing policies, procedures and processes.
- Supports purchasing/sourcing management in activities such as price benchmarking, vendor management, process analysis, market and industry research, and model building.
- Conducts minor contract negotiations.
- Gathers information and provides input on larger contracts.
- Manages loading and retrieving of legal and compliance documents into applicable storage systems to support regulatory, audit and research activities.
- Assists in the process of interviewing and evaluating sales representatives and vendors.
- Supports Six Sigma projects through active team membership or provision of data and market intelligence.
- Interacts with suppliers with regard to payments and order fulfillment.

REQUIRED QUALIFICATIONS

- College, university or equivalent degree in a related business field such as supply chain management.
- Minimal prior experience is required.

SKILLS AND EXPERIENCE REQUIRED

- **Project management**
 - Has a good understanding of and effectively applies project management techniques in low to moderately complex projects.
- **Financial analysis**
 - Applies financial analysis as part of their work.
 - Is able to draw conclusion from analysis and effectively communicate the results with limited assistance.
- **Analyze issues**
 - Demonstrates use of analysis skills to learn and analyze information in a timely way.
 - Understands complex concepts and problems and identifies how they relate to key processes.
- **Information security**
 - Awareness proficiency plus experience in information security including having developed and implemented an information security plan.
- **Contract development**
- **Purchasing ethics**
- **Sourcing strategy development**
 - Understands and applies determined strategies.
- **Sourcing strategy development**

If interested, please obtain an application form from HR Department; our consultant is available for you or send an e-mail at oana.ilie@cummins.com, fax: 0040 351 44 32 58. This vacancy notice is available until 28.06.2013. Only those selected according to the profile will be contacted for the interview.

THANK YOU VERY MUCH AND WE ARE LOOKING FORWARD TO BE PART OF OUR TEAM!

