



Global Position Profile

Global Position Name	Function	Comp Class
Sourcing Analyst	Purchasing	CC01

Job Summary

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.

Key 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.

Qualifications and Competencies

Skills

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. Has more than one year experience with analyzing financial data. Understands what data is needed for an analysis and is able to gather relevant data. Is able to draw conclusion from analysis and effectively communicate the results with limited assistance. Able to use basic MS Excel functionality.

Analyze issues - Solid understanding of how to 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. Applies accurate logic in solving problems. Differentiates what is critical and what is important while not getting bogged down in details.

Information security - Awareness proficiency plus experience in information security including having developed and implemented an information security plan.

Contract development - I have completed at least one legal contract that is the standard terms and conditions with a scope, statement of work and performance metrics directly from the previous contract, provided by the current supplier or the functional owner; engagement and oversight by functional director or legal counsel is significant.

Purchasing ethics - I understand that employees should abstain from any supplier engagement that may compromise supplier sourcing, selection, and management processes but I am not always clear what is appropriate. I know where to find clarifying resources.

Sourcing strategy development - Understands and applies determined strategies. Uses the skill and knowledge appropriately. Has been involved in strategy development and discussions regarding market influences and impacts. Trained regarding corporate guidelines. Creates draft strategies at an entity level.

Education, Licenses, Certifications

College, university or equivalent degree in a related business field such as supply chain management.

Experience

Minimal prior experience is required.