

Strategic Sourcing Specialist

Reporting Relationship and Functional Role

This person reports to the Purchasing & Inventory Manager. The Strategic Sourcing Specialist builds and leverages strong working relationships with internal customers and key suppliers to assure cost, quality, and delivery targets are met. The primary focus of this position is to facilitate value-based procurement activities.

Requirements & Conditions

- **Education:** Bachelor Degree required.
- **Experience:** Minimum 5 years procurement experience within an industrial manufacturing environment.
- **Skills, Knowledge, Abilities:** Sound knowledge of Procurement and Supply Chain principles, theories, and processes. Exceptional time management skills, people skills, communication skills (verbal and written), and negotiation skills. Requires advanced capacity to collect, analyze, and interpret qualitative and quantitative data.
- **Character Traits:** High level of integrity and honesty required. See CFI's Core Values.
- **Physical Requirements:** Standing, sitting, climbing, walking, crouching, stooping, twisting, and bending.
- **Working Conditions/Environment:** Office Conditions and shop conditions (no central heat or air condition); some outdoor work required.

Responsibilities and Job Duties

Procurement Duties

- Facilitate companywide RFQ process.
- Material Estimating/Quoting for engineered projects.
- Data mine and seek out new suppliers and coordinate with key CFI decision makers in Engineering, Sales, Production, Procurement, etc.
- Vet new potential suppliers (some travel will be required)
- Conduct supplier analysis, evaluate potential suppliers, and with minimal supervision coordinate the overall supplier qualification process.
- Negotiate with suppliers to meet quality, delivery, and cost objectives.

- Develop and implement sourcing strategies to support overall business goals and provide company with a competitive advantage.
- Reporting of supplier performance, including quality, delivery, service, and cost.
- Evaluate and recommend purchasing and sourcing decisions to management.
- Maintain preferred sources/suppliers within ERP software.

Administrative/General

- Assist in development, review, and maintenance of processes, procedures and guidelines.
- Provide input to management regarding improvements to processes and procedures.

Reviewed and Accepted by:

Employee: _____

Date: _____

Manager: _____

Date: _____