

Strategic Sourcing Specialist Tufts University

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Posted Dec. 21, 2022, set to expire Dec. 31, 2023

Job Title	Strategic Sourcing Specialist
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 21, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
Job Website	https://jobs.tufts.edu/jobs/18221?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Central Procurement Department is responsible for supplier selection, contract negotiations, vendor management, and requisition to purchase order review and approval at Tufts University.

What You'll Do

The Strategic Sourcing Specialist is responsible for supporting the procurement team and stakeholders in the supplier selection, contract negotiation, vendor management, and requisition to purchase order review process across a broad range of spend categories. The individual is responsible for reviewing and approving requests from stakeholders for compliance with Tufts University's procurement policies and process, including but not limited to, preferred vendors, competitive bidding, and contract terms. The individual is responsible for supporting the procurement team, cross functional

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partners, and stakeholders with obtaining bids and proposals, negotiating final contract through signature execution, and any other activities related to supplier management, such as service, invoicing etc.

What We're Looking For

Basic Requirements

- o Knowledge and experience typically acquired through the completion of an Associates or Bachelor's Degree in business, economics, operations, or supply chain management.
- o 3 years' experience/expertise in strategic sourcing and/or contract negotiations in professional services/information technology/facility management/indirect spend categories
- o Strong analytical, organizational, and communication skills.
- o Extensive knowledge of contract commercial and legal terms and conditions, including insurance, indemnity, liability etc.
- o Ability to understand business drivers, develop knowledge of supplier markets and bring solutions that meet stakeholders' requirements.
- o Able to draw and communicate insights from quantitative and qualitative data
- o High level of integrity and dependability with a strong sense of urgency
- o Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis
- o Proficient in ERP and procurement tools, systems, and processes – including eRequisitions, Spend Analysis, sourcing (RFX and eAuctions), Contracts, and eCatalogs
- o Advanced user of Microsoft Outlook, Excel, Word, and PowerPoint
- o Manage projects with minimal oversight
- o Highly motivated, self-starter, detail-oriented, team player, cross functional player
- o Team player with excellent communication, analytical, critical thinking, problem-solving, and decision-making skills

Preferred Qualifications

- o Certified Purchasing Manager (C.P.M). preferred.
- o Paralegal Certification preferred.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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