

Strategic Sourcing Specialist Tufts University

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Posted Jun. 27, 2025, set to expire Dec. 31, 2025

Job Title	Strategic Sourcing Specialist
Department	Central Procurement Department
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Legal Services Fiscal Services Facilities/Maintenance/Transportation
Job Website	https://jobs.tufts.edu/jobs/22009?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 requisitions from stakeholders for compliance with Tufts University's procurement policies and process, including but not limited to, preferred vendors, competitive bidding, and contract

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terms. The individual is responsible for supporting the procurement team, cross functional 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

Essential Function

- Triages requisitions from stakeholders and assigns to self or appropriate resource in procurement for review. Reviews requisitions for category and stakeholder classification, competitive bidding contract terms compliance, and procurement policy compliance. Supports stakeholders with cross functional reviews, if needed.
- Obtains bids and/or proposals, as needed. Compares responses and recommends supplier based on best value to Tufts. Reviews and negotiates contracts through execution, as appropriate. Works with cross functional partners, including, legal, risk, information technology, accounts payable, Tufts support services; and stakeholders on reviewing exceptions to Tufts' standard terms and obtaining approvals, as needed. Approves requisitions and releases purchase orders to supplier.
- Drafts and issues bids, RFXs (RFIs, RFPs, & RFQs) and evaluates responses based on total value (cost, service, innovation, and diversity). Creates side by side comparison of responses. Creates scorecard with criteria to compare responses. Scores supplier responses based on analysis of commercial and contractual terms. Collects scores from stakeholders and summarizes supplier ranking. Shortlists finalist and negotiates best and final agreement with selected supplier. Guides stakeholders on commercial terms and contract risk.
- Coordinates activities related to preferred vendors, including scheduling quarterly business reviews, monitoring contract utilization, troubleshoots and resolves service, quality, delivery, invoicing, payment issues and identifying opportunities for continuous improvements.
- Collects primary and secondary industry, market, and supplier data and communicates updates to relevant departments regarding price and service fluctuations of goods and service providers.
- Analyzes spend and creates reports and dashboards on KPIs and metrics for savings, project status updates, spend utilization, and contract renewals. Drives compliance to procurement policies and preferred vendors.

What We're Looking For

Basic Requirements

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

Preferred Qualifications

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

Pay Range

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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