

Senior Strategic Sourcing Specialist Tufts University

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Posted Aug. 6, 2025, set to expire Dec. 31, 2025

Job Title	Senior Strategic Sourcing Specialist
Department	Central Procurement Department
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Legal Services Finance/Investment Management Facilities/Maintenance/Transportation
Job Website	https://jobs.tufts.edu/jobs/22171?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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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 Senior Strategic Sourcing Specialist is responsible for supporting stakeholders in the development of sourcing, supplier selection, and vendor management for assigned spend categories. The Senior Strategic Sourcing Specialist is responsible for establishing category strategies under the guidance of Procurement Director and leading the implementation of category plans, including strategic sourcing

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initiatives.

Essential Functions:

- Develops and leads the implementation of the category strategies across the IT and Professional Services Categories.
- Analyzes spend and collaborates with key stakeholders to develop and implement a pipeline of strategic sourcing initiatives across assigned spend categories.
- Drafts and leads various RFIs, RFPs. Evaluate proposals based on total value. Drive adoption with selected supplier by influencing stakeholders on program benefits and report compliance.
- Manages preferred vendor relationships, monitors utilization, and identifies opportunities for year on year improvements.
- Communicates updates to relevant departments regarding price and service fluctuations of goods and service providers.
- Drives compliance to procurement policies and preferred vendors.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Bachelor's degree in business, economics, operations, or supply chain management with 5 years' experience/expertise in strategic sourcing and contract negotiations in one or more spend categories, with a track record in creating value (cost, service, innovation)
- Change agent skills with strong analytical, organizational, and communication abilities
- 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
- Expertise in contract terms and conditions – commercial and legal
- Proficient in ERP and procurement tools, systems, and processes – including eRequisitions, Spend Analysis, sourcing (RFX and eAuctions), Contracts, and eCatalogs
- Advanced user of Microsoft Outlook, Excel, Word, and PowerPoint

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- Manage high visibility projects with minimal oversight
- Highly motivated, self-starter, detail-oriented, excellent prioritization, cross functional player
- Team player with excellent communication, analytical, critical thinking, problem-solving, and decision-making skills

Preferred Qualifications:

- Certified Purchasing Manager (C.P.M)
- Category specific certification (example, LEEDs or energy purchasing)

Pay Range

Minimum \$87,400.00, Midpoint \$109,300.00, Maximum \$131,200.00

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 applying for or inquiring about this job announcement.

Contact

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