



Strategic Sourcing Analyst

Reporting to the Assistant Director, Purchasing Services, the Strategic Sourcing Analyst is a key member of the Purchasing Services team who has overall responsibility for its systems, reporting, and analysis. Specifically, the Strategic Sourcing Analyst will review the University's spend data, identify value opportunities, recommend suppliers capable of reducing costs, assist in supplier contract management, and assist in supplier relationship management. Performs other duties as assigned.

Required Education & Experience:

Bachelor's degree in Business, Finance, Supply Chain, or related field. At least three (3) years of experience in contract management, strategic sourcing, supplier relationship management, and supply chain is strongly preferred. Demonstrated experience performing in-depth analysis. An equivalent combination of education and experience may be considered

Required Skills & Abilities:

- Ability to perform in-depth analysis and make recommendations based on results.
- Knowledge of e-procurement systems and ability to extract data from the system.
- Understanding of the RFP process, strategic sourcing, and contract management.
- Excellent analytical, written and verbal communication with strong management skills.
- Ability to interact with a diverse group of vendors, management and staff.
- Proficiency with Word, Access, and Excel.
- Capacity to be highly organized with proven ability to work under pressure to meet tight deadlines in high profile situations.
- Ability to handling confidential information, including contract terms.