

STRATEGIC SOURCING ANALYST

APPLY NOW

About the Position:

E&I has an exciting opportunity for a **Strategic Sourcing Analyst** in our Operations and Support Services Division. This position will be responsible for leading the execution of quantitative analyses in support of member and business partner engagements and initiatives.

This position will drive analytical efforts by conducting spend analyses, developing cost baselines, building competitive solicitation market basket item lists, performing contract benchmarking, and all other types of quantitative analyses required in the sourcing process for a broad range of spend categories. This position may work out of our corporate office in Jericho, NY or remotely.

Essential Duties and Responsibilities:

- Provide quantitative leadership, expertise and support to any and all objectives related to spend analysis and strategic sourcing. Objectives will range in complexity and vary from project to project but will broadly include performing spend analysis at various levels of detail, creating bid lists/item market baskets and measuring cost savings.
- Lead and execute the procurement data collection and data management process for various analytics initiatives. Procurement data can include contract documents, AP payment data, PO data, supplier usage and external benchmarks. Initiatives can include price comparison of E&I contract vs members contract, RFP/Contract development, Spend Cube enhancement, or contract benchmarking. The process will include facilitating requests for specific information from member institutions and/or business partners, researching and identifying available relevant external data sources, or extracting data directly by means of a detailed source document review.
- For each initiative:
 - o Determine the amount of data preparation work needed
 - o Decide the sufficient data work and analysis needed to accomplish the objective set
 - o Determine the applicability of the approach used in data collection as well as to assess the data constraints presented
 - o Consolidate, normalize, cleanse and manage all the data collected
 - o Develop and create analyses using the data collected and prepared, in accordance with the agreed objectives
 - o Analyze, summarize, document, report and present findings, in detail and summary levels, as well as be available to address any follow-up questions from E&I Staff and Member Institutions.
 - o Execute contract benchmarking and all other types of quantitative analyses required in the sourcing process for a broad range of spend categories
- Participate in RFP and Contract Business Review meetings, assist in identifying appropriate questions and decisions on RFP pricing strategy, and address any follow-up questions from E&I Staff and Member Institutions.
- Collaborate with supplier partners and others to understand and incorporate custom contract pricing into analyses related to specific assignments.

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Education and/or Experience:

- Bachelor's Degree in Finance, Accounting, Economics, Operations Management, Supply Chain, Statistics, or Applied Mathematics is highly desired
- Minimum of 7 years of experience in a business-related field requiring quantitative skills
- Work experience in procurement or strategic sourcing related job highly preferred
- Must have a mastery of Microsoft Excel software
- Microsoft Access software experience required, high proficiency preferred
- Must be proficient with Microsoft PowerPoint and Word
- Spend Management and Solutions/Tools/Application experience highly preferred
- Must have an understanding of data sampling, analysis, and visualization techniques and approaches
- Must exhibit excellent communication skills, both verbal and written
- Demonstrated ability to work with others both internally and externally
- Requires a working knowledge of the procurement function
- Ability to multitask and prioritize
- Requires 15% travel

E&I offers a competitive salary and a comprehensive benefits package which include Medical, Dental, Vision, Life & AD&D Insurance, LTD, STD, FSA, 401(k), AFLAC and other company sponsored benefits.

Interested applicants, please send your salary requirements with resume and cover letter attached to resumes@eandi.org with the position listed in the subject heading. All responses will be viewed in the strictest confidence.

E&I is an equal opportunity employer and is committed to providing equal opportunities for employment and advancement without regard to an individual's race, color, religion, national origin, age, sex, sexual orientation, marital status, or any characteristic protected by local, state, or federal law.

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