

## STRATEGIC SOURCING ANALYST

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### About the Position:

**E&I Cooperative Services (E&I)** is the only member-owned, non-profit procurement cooperative focused exclusively on higher education. We provide our members with unsurpassed value through a broad portfolio of competitively solicited contracts, technology-enabled procurement solutions, and strategic, consultative engagements. Our innovative strategic spend assessments empower members to make informed, analytics-based decisions to capture savings. We collaborate with our suppliers through a performance management program to consistently deliver an amazing member experience.

E&I has an exciting opportunity for **three (3) Strategic Sourcing Analysts in our Sourcing Insights & Analytics Department**. These positions will be responsible for leading the execution of quantitative analyses in support of the Member Engagement, Category Management, Sourcing & Contracts departments, existing E&I Consulting Group clients, and select member institutions.

The Strategic Sourcing Analyst 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. The Strategic Sourcing Analyst leads existing E&I Consulting Group client support as it relates to spend analytics, strategic sourcing and other support as required, with focus on E&I's Spend Analytics Solution.

At E&I Cooperative Services, we are proud of the company culture we have created. We believe that talented people and the right culture are the most important drivers of our company's success and our employees' satisfaction. We are looking for people who share our core values – people who are: **Mission Driven, Customer/Member "Obsessed", High Performers; Inclusive, Positive, Collaborative, and who are Always Pursuing Better.**

### Essential Duties and Responsibilities:

- Provide quantitative leadership, expertise, and support to 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 analyses 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 Member Engagement and Category Management 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, the Strategic Sourcing Analyst will be responsible to:
  - Determine the amount of data preparation work needed
  - Decide the sufficient data work and analysis needed to accomplish the objective set
  - Determine the applicability of the approach used in data collection as well as to assess the data constraints presented
  - Consolidate, normalize, cleanse, and manage all the data collected
  - Develop and create analyses using the data collected and prepared, in accordance with the agreed objectives

- 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
- Participate in RFP calls and/or contract review meetings, as required
- Assist in identifying appropriate questions and decisions on RFP pricing strategy
- 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.
- The Strategic Sourcing Analyst will support Strategic Spend Assessments by:
  - Assisting the Member Services Team with member requests for annual spend data
  - Implementing all required steps to capture, cleanse, enrich, and categorize client's spend data
  - Developing and presenting spend profile and cost savings opportunity reports
  - Facilitating review of data analytics with Member Engagement Team
  - Participating in Strategic Spend Assessments meeting, either via WebEx or in-person, as required, leading the data analytics discussion, including spend data requirements from member to conduct a SKU-level price analysis
  - Conducting internal price analyses, as necessary, and managing data transfer/results capture during Business Partner-led price analyses
  - Ensuring all spend data and price analyses results are entered into E&I's Business Intelligence and/or Salesforce systems
- The Strategic Sourcing Analyst will support existing Consulting Group clients with all spend analytics and strategic sourcing activities by:
  - Facilitating meetings to gather specifications in order to ensure we have the required data points to meet client expectations
  - Implementing all required steps to load, test, cleanse, enrich, and categorize client's spend data
  - Developing and presenting high-level analytical report to the client
  - Leading all client training activities related to Spend Analytics
  - Serving as the technical representative with all Spend Analytics Solution activities

### **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 or field requiring quantitative skills
- Work experience in procurement, supply chain or strategic sourcing analytics related job highly preferred
- Must have a mastery of Microsoft Excel software
- Microsoft Access software experience required; high proficiency preferred
- Python experience desirable
- Must be proficient with Microsoft PowerPoint, 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 and presentation 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

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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 attach with cover letter and salary requirements to [resumes@eandi.org](mailto:resumes@eandi.org) with the position listed in the subject heading. All responses will be viewed with the strictest of 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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