

STRATEGIC SOURCING SPECIALIST

APPLY NOW

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 a **Strategic Sourcing Specialist**. The role of the Strategic Sourcing Specialist is to assist the execution of quantitative analyses and analytical efforts in support of the Member Engagement & Business Development Division, existing E&I Consulting Group clients, and select member institutions.

The Strategic Sourcing Specialist will support analytical efforts by collecting and managing the procurement data necessary for, and assisting with, conducting spend analyses, developing cost baselines, building competitive solicitation market basket item lists, conduct market research to evaluate competitor contracts, and obtain new contract ideas; perform contract benchmarking, and all other types of quantitative analyses required in the sourcing process for a broad range of spend categories. The Strategic Sourcing Specialist will support E&I's spend analytics initiatives by providing data cleansing and categorization, with focus on data in Rosslyn Analytics' Spend Management tool and E&I's aggregate spend cube.

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 skills and support for spend analysis and strategic sourcing initiatives by:
 - Collecting and managing procurement data necessary for various analytics initiatives, including contract documents, AP payment data, PO data, supplier usage
 - Requesting specific information from member institutions and/or business partners
 - Researching, identifying and collecting available relevant external data sources, or extracting data directly by means of a detailed source document review
 - Creating initial bid lists, item market baskets and cost savings measurements for Strategic Sourcing Analyst, as required
- It will be the Strategic Sourcing Specialist's responsibility within each initiative to assist the Strategic Sourcing Analysts by:
 - Determining the amount of effort needed for data/document collection
 - Collecting the necessary data as well as to identify the data constraints presented
 - Consolidating, normalizing, cleansing and managing all the data collected
 - Analyzing, summarizing, documenting, and reporting findings
 - Participating in RFP calls, contract review meetings, and category team meetings, as required
- The Strategic Sourcing Specialist will support Rosslyn Spend Analytics activities by:
 - Assisting with the cleansing, enriching, categorizing, loading, and testing of member spend data
 - Assisting in the preparation of high-level analytical reports pertaining to member spend data

Education and/or Experience:

- Bachelor's Degree in Finance, Accounting, Economics, Operations Management, Supply Chain, Statistics, or Applied Mathematics is highly desired
- Minimum of 2-5 years of experience in a business-related field or field requiring quantitative skills
- Work experience in procurement or strategic sourcing related job preferred
- Must have a high level of proficiency with Microsoft Excel software
- Enjoys Contracting/Supplier/Company researching
- Understand basic, relevant research info/resources/techniques in a procurement environment i.e. industry, competitors, revenue/spend, rankings
- Able to sift through noise and summarize key findings
- Ability to present findings to all levels of the company
- Solid Analytical Skills
- Must be proficient with Microsoft PowerPoint, Word
- Microsoft Access software experience preferred
- Spend Management Application experience preferred
- Must have an understanding of data sampling 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 10% 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) plus employer contribution, AFLAC and other company sponsored benefits.

Interested applicants, please attach with cover letter and salary requirements to 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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