

## EPROCUREMENT EXECUTIVE ADVISOR

**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 an **eProcurement Executive Advisor** in our **Member Engagement Department**. This position will be responsible for developing the sales strategy for E&I's eProcurement solution, training and supporting the Sourcing Consultants to effectively sell the solution and engaging with and advising E&I's Members on the value of the solution and the best way to implement it successfully. The eProcurement Executive Advisor will support the Sourcing Consultants and engage directly with Members in pre-sale eProcurement activities, qualifying good prospects, providing member presentations, closing new business, directing post sales and implementation activities, and assisting institutions in the transformation from a transactional methodology to a more strategic eProcurement process. This position may work out of our corporate office in Jericho, NY or remotely.

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, Respectful, Positive, Collaborative, and who are Always Pursuing Better.**

### Essential Duties and Responsibilities:

- Develop a strategy for pre-sale/qualifying/closing eProcurement sales through on-site meetings, presentations, WebEx conferences and demonstrations.
- Work collaboratively with Sourcing Consultants to identify member targets for eProcurement.
- Collaborate with eProcurement provider to develop sales strategies for target market.
- Develop, review, and update demonstration content for various member audiences and execute through use of technology or in person meetings.
- Consult with members on eProcurement, its various benefits, implementation/roll out best practices, software configurations, ongoing program usage training, administration set-up, report extract training, etc.
- Collaborate with eProcurement solution provider, Sourcing Consultants, and E&I Marketing team to assist institutions in the transformation from a transactional methodology to a more strategic eProcurement practice.
- Assist the Sourcing Consultants in achieving annual business plan through selling the E&I preloaded eProcurement system, resulting in increased volume of purchasing in existing/new accounts and expanding the number and volume of contracts utilized by our members.
- Utilize business sales reports and tools to help Sourcing Consultants manage their territory against monthly and annual sales goals.
- Prioritize and effectively plan travel schedule to manage touchpoints in assigned territory.
- Continuously provide feedback and ideas across multiple business units to improve the member experience and share new product or service opportunities.

- Promote and represent E&I at association conferences, on-campus supplier fairs, regional meetings as assigned.
- Enter/update/manage all activity and contacts in the CRM database on a timely/ongoing basis.
- Monitor personal business plan expenses, such as travel and office supplies, to ensure that expenditures stay within assigned budgets. Submit weekly expense reports.

### Education and/or Experience:

- Bachelor's degree and equivalent work experience required
- Minimum 7+ years of experience in eProcurement software sales into higher education required
- Solid understanding of eProcurement implementation within higher education required
- Understanding of eProcurement and how to best implement in higher education
- Ability to consult with members
- Successful interaction and engagement with high-level decision makers
- Skilled at building professional relationships that create an environment to influence decision makers
- Proficient in the interpretation and utilization of data and business analysis tools to evaluate present and future performance to identify areas of opportunity
- Excellent oral and written communication skills, interpersonal skills, and presentation skills
- Strong executive presence with the ability to remain confident and composed yet humble
- Highly organized, self-starter, disciplined to work out of home-office
- Strong computer skills in the Microsoft Office suite of programs, specifically Word, PowerPoint and Excel
- National travel required approximately 50%

---

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.

**APPLY NOW**