

**Job Title: Strategic Sourcing Manager**  
**Location: New York, NY (HYBRID)**  
**Duration: 6+ Months**

**QUALIFICATIONS / REQUIREMENTS:**

- Minimum 5 years procurement experience in a sophisticated sourcing environment.
- Bachelor's Degree in Business or related field. MBA Preferred.
- Strong proficiency in all stages of the sourcing life cycle, especially the negotiation of contractual agreements in Market Research and HR.
- High level of proficiency in MS Office suite including Excel, Word and PowerPoint.
- Must be willing to work in New York, NY.

**DESIRED CHARACTERISTICS:**

- Skills and flexibility to work across a variety of categories as may be required.
- Highly analytical – able to analyze complex data.
- Detail Oriented and Organized.
- Strategic Thinking skills including an ability to make sound commercial judgments related to sourcing initiatives and deals.
- Communication, Writing, and Interpersonal skills including crisp verbal skills, effective listening, and facilitation skills.
- Execution skills including persistent drive for results utilizing sound project management, organizational and problem solving skills.

**Day-to-day activities**

- This strategic sourcing manager will be responsible for leading the sourcing activities for the Corporate Services and Professional Services Categories. HR/Market Research
- Negotiate deals that maximize cost savings and/or cost avoidance, improve service levels, mitigate contractual risks, and create/improve overall value.
- Analyse spend data from a variety of sources to develop fact-based category strategies, gain buy in from stakeholders and implement sourcing strategies across functions/ business units and with various levels of management.
- Work with business partners – understanding requirements and procurement
- Work on corporate services side – employee transportation, food services, office supplies, professional services, HR, Market research, etc.
- Individual must understand sourcing process – put RFP's together, building list of suppliers that can provide services for each category
- Review the agreements – understands how to review and complete agreements, how to redline them if something is wrong, and provide suggestions.
- If legal specific – have details on what information is needed
- Will have legal oversight as well
- Helping team and HM with requests and projects.
- Need someone who is humble and understands how to have difficult conversations. Communication is huge. Will be talking to VP and SVPs as well.
- Must understand the different service levels of the company.
- Has had experience in sourcing and understanding corporate, HR and market services
- Would like someone that is in the same type of industry (corporate services)
- Market research experience is a huge plus

## **Role Purpose**

This strategic sourcing manager will be responsible for leading the sourcing activities for the Market Research and HR. The strategic sourcing manager will be responsible for managing the end to end sourcing processes, leading development, and execution of sourcing strategies, negotiating contracts, and managing key strategic suppliers. The successful candidate must have the ability to think analytically, lead cross company initiatives involving stakeholders, work independently, and manage multiple competing priorities.

Negotiate deals that maximize cost savings and/or cost avoidance, improve service levels, mitigate contractual risks, and create/improve overall value for the category areas mentioned above.

- Provide written and verbal deal updates to executive management and key business stakeholders on deal terms, strategies, risks, and outcomes.
- Analyze spend data from a variety of sources to develop fact based category strategies, gain buy in from stakeholders and implement sourcing strategies across functions/ business units and with various levels of management.
- Work effectively with stakeholders across multiple levels of the organization in order to achieve business and sourcing objectives.
- Negotiate robust contracts in conjunction with various stakeholders, while maintaining a strong understanding of contracting language and principles.
- Develop project plans, deliverables, metrics, and milestones. Implement process disciplines and management systems necessary to achieve desired results.
- Develop compelling business cases/analyses to drive meaningful change in process or supplier as appropriate to meet sourcing strategy and business objectives.
- Lead quarterly supplier reviews with key vendors to ensure progress and compliance with client's policies and key program objectives.

If you are interested, qualified, available, planning to make a change, or know of a friend who might have the required qualifications and interest, please call me ASAP at (732) 475-3637 even if we have spoken recently about a different position. If you do respond via e-mail please include a daytime phone number so I can reach you. Ali Khan email: [alikh@eteaminc.com](mailto:alikh@eteaminc.com)