TITLE OF POSITION/RANK: Senior Associate, Strategic Sourcing

DEPARTMENT: Office of Strategic Sourcing, Rose Hill

The Senior Associate is responsible for developing contracts and agreements that leverage annual procurement requirements and provide optimal value to the University for the IT category in addition to providing general category support. Utilizes spend and payment data in complicated decision-making scenarios, develops comprehensive reporting capabilities, and recommends data-driven procurement solutions in support of the University community. Engages and supports the strategic sourcing team in collaborative efforts with campus stakeholders and strategic suppliers to implement sourcing initiatives focused on quality, cost, delivery, and reliability. Progressively gains influence over highly decentralized campus procurement spend through trust-filled relationships. Provides superior customer support and service.

Responsibilities:

- Provides guidance to stakeholders when selecting hardware and peripherals, which are aligned with IT to ensure they are supportable and eligible for integration.
- Assures compliance with Fordham University policies and procedures as it relates to software and hardware acquisition
- Collaborates with stakeholders including IT on technology-related items, to assess needs and organize business requirements into sourcing plans
- Benchmarks strategic sourcing and contracting processes with other institutions
- Reviews, negotiates and processes strategic sourcing agreements and requisitions for commodity areas as assigned, supporting the University stakeholders in accordance with governing regulations and Fordham University policy
- Coordinate with Legal and IT, if involving technology, on review of contracts and variances outside standard contractual language
- Reviews and identifies opportunities for process improvements, standardization, utilization, other expense reduction or avoidance opportunities, improving customer satisfaction and the total value proposition of Strategic Sourcing
- Ensures compliance with federal and state laws and other regulatory guidance
- Supports a comprehensive supplier diversity program and sustainability goals
- Supervises team members and coordinates team project priorities, performance management, education and development, and goal setting
- Partners internally with Accounts Payable team to understand and negotiate the best payment strategy for suppliers and commodity types
- Supports financial and compliance audits while reviewing supplier performance against negotiated service level agreements

Minimum Qualifications:

- IT category sourcing experience with SaaS and negotiations of lease hardware agreements
- A Bachelor’s degree in business or supply chain
- A minimum of two years of working knowledge of contract law, contracting process, request for bid/proposal process and understanding of procurement regulations preferred
- Demonstrated skill in specification writing, negotiations, and supplier management
- Ability to lead a cross-functional work group or team
- Ability to establish and maintain effective working relationships with end users and vendors
- Five to Seven years of category management and indirect procurement experience
- Demonstrated excellent written communication, negotiation and interpersonal skills
- Strong technical and business writing and presentation skills
- Proficiency in Source-Pay applications (ex. Ariba, Coupa, Jaggaer, ESM), MS Office (Excel, Word, PowerPoint), and Google suite
- Certification by a recognized professional purchasing organization (i.e. CPPB, CPPO, CPP, CPPM, etc.) is desired but not
required
- Possess expanded conceptual knowledge of finance and business functions and capabilities
- Explains complex information to others in both in a straightforward manner and routine situations

STARTING DATE: ASAP

FLSA CATEGORY: Exempt

SALARY: Commensurate with experience

SEND LETTER & RESUME: hr@fordham.edu

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