ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Associate, Strategic Sourcing

DEPARTMENT: Office of Strategic Sourcing, Rose Hill

POSITION SUMMARY: The Senior Associate is responsible for drafting routine contracts and agreements that leverage annual procurement requirements and provide optimal value to the University, as well as 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 relationship; and provides superior customer support and service.

RESPONSIBILITIES:

- Assures compliance with Fordham policies and procedures as it relates to sourcing and acquisition of goods and services
- Collaborates with stakeholders 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 University policy; coordinates with Legal 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

QUALIFICATIONS:

- Bachelor’s Degree in business or supply chain
- Advanced business degree, or a certification by a recognized professional purchasing organization (i.e. CPPB, CPPO, CPP, CPPM, etc.) is desired but not required
- Five to Seven years of category management and indirect procurement experience
- 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
- 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
- Expanded conceptual knowledge of finance and business functions and capabilities
- Exceptional communication skills
SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: hr@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories.