

# Buyer & Sourcing Analyst: Sr. Buyer & Sourcing Analyst

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**BUYER:** Sources and purchases machinery, equipment, tools, raw material, packaging materials, parts, services and/or supplies necessary for operation of an organization. Compiles and analyzes statistical data to determine feasibility of buying products and to establish price objectives. Compiles information to keep informed on price trends and manufacturing processes. Confers with suppliers and analyzes suppliers' operations to determine factors that affect prices and determines lowest cost consistent with quality, reliability and ability to meet required schedules. Reviews proposals, negotiates prices, selects or recommends suppliers, analyzes trends, follows up orders placed, verifies delivery, approves payment and maintains necessary records. May prepare bid packages. **SOURCING ANALYST:** Applies standard purchasing/procurement methodology to indirect spend categories to achieve organizational objectives, best value for the enterprise and achievement of target return of investments (ROI). Works very closely with internal clients to: identify sourcing needs, conduct buy/market profiles and define acceptable service levels. Develops sourcing strategies; solicits/analyzes request for proposals; negotiates contracts and coordinates supplier integration plan with internal client. Establish a supplier relationship management process with continuous improvement goals/programs. Monitors market dynamics and communicates changes that affect internal client needs.

## **Knowledge**

Contributes to the development of new concepts, techniques and standards. Considered an expert in the field within the organization.

## **Problem Solving**

Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

## **Discretion/Latitude**

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment. Expedites delivery due to changing requirements.

## **Impact**

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

## **Liaison**

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives. Maintain relationship with appropriate sources to obtain market data and trends.

## **Work Products (Examples may include but are not limited to)**

Prepare proposal requests consistent with the requirements of the contract. Develop new sources of supply based on quality product, on-time delivery and competitive pricing. Solicit and award purchase orders consistent with the requirements of the contract.

## **Minimum Education and Experience**

10+ years of directly related experience with a Bachelor's Degree in Supply Chain, Business, Engineering or a related field. Masters or Advanced Degree preferred. Advanced MS Word, PowerPoint, Excel and MRP system Skills. Knowledge of Contract Law and other Procurement regulations.