

Sourcing Specialist

Designation	The Sourcing Specialist implements sourcing plans and tactics to effectively manage the assigned portfolio and associated activities. An important aspect of this role is maximizing supplier performance.
Location	Trivandrum / Chennai
Educational Qualification	Preferably Graduates in Supply Chain / Logistics. Candidates from any discipline can apply provided they adhere to the criteria mentioned below.
Work Experience	Minimum of 2 - 3 years. Freshers will be considered provided they are able to demonstrate their commitment and willingness to learn.
Industry Type	Exports / Sourcing & Procurement / Client Management
Duties & Responsibilities	<ul style="list-style-type: none"> ● Implements plans to assure orders meet specified quality and delivery times and to minimize the total cost of purchases. ● Documents performance to action plans and timelines for assigned sourcing projects. ● Establishes supplier base in conformance with guidance from Category Managers. ● Handles requests for information, quotations, proposals, and bidding processes. ● Evaluates current and potential suppliers in coordination with Supplier Quality Teams. ● Negotiates with suppliers to meet quality, delivery, and cost objectives. ● Executes contract negotiation and development in coordination with Sourcing Manager and Contract Specialists. ● Drives the parts and process qualification in coordination with Supplier Quality Teams. ● Works with Sourcing Manager or Sourcing Leader to guarantee supply for all portfolios. ● Establishes and maintains rapport with all levels of supplier personnel and internal customers. ● Identifies opportunities and implements actions to achieve efficiencies. ● Assisting customs clearance procedures,invoice/air waybill/shipping bill preparation,placing orders for packing materials, packaging etc
Profile & Personal Attributes	<ul style="list-style-type: none"> ● Ideally the candidate will have Sourcing / Procurement experience, gained within either an agency or in-house team. ● Experience of varied sourcing techniques, would be a distinct advantage. ● The candidate will be driven to succeed and excel, and be keen to develop both the role and your career. ● The candidate should have good phone manners and well-developed communication skills. ● It's important that the candidate should be used to using MS Office and can produce accurate written reports. Experience in ERP Tools, Cost Analysis will be looked upon favorably. ● Experience of working in a multinational professional services environment would be an advantage.