

Title: Strategic Sourcing Specialist

Job Type: Non-Exempt Exempt

Division: Executive Division

Job Grade: Grade 5

Reports to: Transformation Project Manager

Job Purpose

The Strategic Sourcing Specialist is responsible for managing the Agency procurement activities in compliance with the Commonwealth of PA procurement code to provide strategic cost savings/avoidances for the Agency. This role will develop efficient procurement solutions and support senior management with the development and implementation of sourcing strategies.

Essential Functions

- Researching and identifying prospective suppliers
- Liaising with internal teams to understand business requirements
- Preparing proposals, requesting quotes and negotiating terms and conditions
- Preparing and issuing purchase orders and agreements
- Monitoring supplier performance and resolving issues and concerns
- Analyzing industry and demand trends and supporting senior management with the development and implementation of sourcing strategies
- Ensuring that purchased products and services meet specifications/requirements
- Managing contract compliance
- Ensuring timely deliveries and resolving discrepancies
- Preparing reports and maintaining procurement documentation
- Compliance with Agency/Commonwealth policies, procedures, and regulatory standards

Job Requirements

Education:

- Bachelor's degree in business administration, supply chain management or similar field preferred

Experience:

- 2+ years of experience in a procurement role (coordinator, agent, specialist, buyer, manager)
- Public sector procurement experience preferred

Knowledge/ Skills:

- Good working knowledge of procurement/sourcing strategies
- Excellent communication, interpersonal and negotiation skills

- Strong analytical thinking and problem-solving skills
- Strong attention to detail
- Proficiency in Microsoft Office and with business application software, purchasing or resource planning systems
- Team player with strong organizational skills

Licenses/ Certifications: CPM or APICS certification preferred

Travel

None Light Frequent Other:

Working Conditions

Physical Demands: Lifting/Carrying Walking Sitting Standing Other