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