

ONEIDA NATION ENTERPRISES, LLC
EMPLOYMENT OPPORTUNITY

Department: Supply Chain
Position Title: Strategic Sourcing Specialist
Starting Pay: Negotiable, based on experience

Summary:

The Strategic Sourcing Specialist is responsible for the sourcing and negotiation of products and or services for the company; maintaining the total cost of ownership.

Duties & Responsibilities:

- Effectively drives the development and implementation of supply chain management techniques to enhance supplier performance at the lowest overall cost to the business.
- Maintains current market conditions on required commodities.
- Strategically sources and negotiates the correct products and services required by the user departments.
- Prepares RFQ and RFP documents in accordance with company and departmental policies.
- Analyzes bid responses in order to make fiscally sound recommendations.
- Works with the warehouse and user departments to ensure that the right mix of product is maintained in the warehouse and that par levels are appropriate to conduct business.
- Ensures periodic quality checks of incoming merchandise upon receiving are conducted in collaboration with personnel from the Business units.
- Provides training to team members by enhancing product knowledge, system applications and negotiation skills.
- Develops and maintains strong business relationships with key suppliers.

Minimum Qualifications:

- Bachelors Degree in relevant field is required, preferably in Business Administration or Supply Chain.
 - At least four (4) years experience in supply chain; with experience preferably in hospitality or gaming environments.
 - Specific commodity experience including product knowledge and market information is required.
 - Excellent communication skills, both oral and written.
 - Excellent computer skills; including MS Office and ERP systems.
 - Highly developed analytical thinking, understanding and application of logical or analytical thinking to a wide range of intellectual and practical problems required.
 - Experience in negotiations required.
 - Recognized professional certification, CPM or CPSM would be an asset.
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Contact Information:

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