

ONEIDA NATION ENTERPRISES, LLC

EMPLOYMENT OPPORTUNITY

Department: Supply Chain
Position Title: Strategic Sourcing & Contract Manager
Starting Pay: Negotiable, based on experience

Summary: The Strategic Sourcing and Contract Manager is responsible for assisting the Director Supply Chain with managing the long term strategic planning and negotiation across the Enterprise.

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.
- Effectively negotiates and controls Supply Chain contracts to provide cost and logistical benefits.
- Ensures negotiated contracts are implemented to maximum effect. Ensures compliance with contracts.
- Manages, identifies and conducts sourcing initiatives across the Enterprise where applicable.
- Effectively works with business units to achieve the implementation of the awarded sourcing initiatives.
- Utilizes Sourcing Councils where appropriate; engaging cross functional teams to obtain the optimal results for the Enterprise.
- Maintains and achieves appropriate metrics (i.e. cost avoidance, cost savings, etc.).
- Effectively manages a diverse team to ensure a professional supply chain service is given to all business units.
- Continually identifies and implements improvements to the purchasing administration systems in order to reduce the incidences of fragmented spend and overall transaction cost.
- Ensures Occupational Health & Safety practices are maintained and monitored.
- Prepares monthly reports on the status and operation of the department.
- Effectively communicates with external suppliers and internal clients.
- Ensures all internal customers are afforded prompt, efficient and courteous service at all times.
- Reviews and adds suggestions for improving Standard Operating Procedures (SOP's), ensuring activities of the department comply fully with all company policies and procedures.
- Ensures established procedures are to be adhered to. Corrects any diversions discreetly and immediately.

Minimum Qualifications:

- Bachelors Degree in Business Administration, Supply Chain, or relevant discipline required.
 - At least six (6) years experience in supply chain with extensive experience in a management role; preferably in hospitality and/or gaming environment.
 - Demonstrated experience in sourcing techniques to provide cost savings while maintaining quality.
 - Excellent business, financial and negotiating skills are required.
 - Possesses strong leadership and communication skills (both written and verbal).
 - Demonstrates highly developed analytical thinking; can apply understanding and application of logical or analytical thinking to a wide range of intellectual and practical problems.
 - Strong working knowledge of ERP and MRP systems.
 - Demonstrates knowledge of world class sourcing tools and experience implementing them.
 - Possesses recognized professional accreditation, CPM or CPSM.
 - Has a working knowledge of contract law.
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Contact Information:

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