

POSITION DESCRIPTION

Title: **Manager Global Sourcing – Professional Services**
Department; Division: Firmwide Sourcing; Corporate Services
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Key Tasks

1. Manage global sourcing strategy for respective category group (according to sourcing standards and guidelines)
2. Plan and implement global sourcing initiatives, ensuring consideration of regional /local needs
3. Implement global initiatives in the region where he/she is based
4. Develop innovative solutions with suppliers and clients to reduce cost/increase quality
5. Manage key global suppliers
6. Act as key point of contact towards internal management clients
7. Assure data maintenance and compliance in systems
8. Manage team resources effectively

Characteristic Duties and Responsibilities:

1. Execution of global sourcing initiatives
 - a. Compliance of contracts with Firmwide Sourcing strategy and guidelines, as well as legislations and firm directives (legal, SOX, etc.)
 - b. Savings target for assigned category group
2. Identification and initiation of new initiatives
3. Risk management for supplier selection (solvency, business experience, ethics, etc.)
4. Compiles estimated cost and revenue models, tracks budget statistics and prepares management reports for assigned programs.
5. Compliance and accuracy of initiative data / savings data in order to be auditable
6. Improves and enhances professional services sourcing processes through identifying best practices, new products, services and technologies.
7. Researches, evaluates and negotiates, establishes and maintains relationships with preferred and non-preferred vendors consulting, temporary labor, legal, HR, benefits and others as required.
8. Collaborates with business units on Professional Services Program communications and initiatives.
9. Develops RFPs, researches suppliers, develops comparative analysis and recommends selection(s) of suppliers to business units, as required.
10. Travel as required for job responsibilities.
11. Other duties as assigned.

Required Education and Experience:

1. Bachelor's degree (BA or BS) or equivalent business experience
2. Four or more years of related sourcing experience
3. Computer proficiency

Skills:

1. Excellent communication, presentation and interpersonal skills
2. Strong leader and team player
3. Ability to work effectively with all levels of personnel
4. Client relationship management
5. Strong sourcing and negotiation skills
6. Solid analytical skills
7. Good business judgment and acumen
8. Works autonomously and independently
9. Strong project management skills and experience

Other Desired Qualifications:

1. Solid understanding of the RFX process
2. Results focused and capable of delivering value through sourcing

3. Ability to understand/develop pricing models and analyze/interpret commercial proposals
4. An understanding of operating MWB and Environmental Friendly vendor programs
5. Experience sourcing of professional services

Reports To

Relevant Global Manager Sourcing

Management Function

None

Relationships and Contacts:

Supervises: None

Internal Contacts: All levels within business units

External Contacts: Vendors, committees, current and potential conference attendees and exhibitors