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OVERALL SUMMARY

This individual will be responsible for HBO-led strategic sourcing projects and will be involved in cross-divisional projects, as needed.

PRIMARY RESPONSIBILITIES

- Perform market evaluation, benchmarking, and spend analysis for identified/targeted spend categories.
- Work with internal HBO business units to define business requirements.
- Develop and implement sourcing strategy, setting up and managing the eSourcing (RFx) and eAuction events using Emptoris.
- Facilitate the supplier selection and qualification process.
- Assist in the implementation of the Emptoris eSourcing system for HBO. Perform divisional administrative functions including training and new user set-up. (Planned go live 3/10.)

REQUIREMENTS

- Bachelors Degree and 4-8 years of strategic sourcing / procurement experience (best practices, negotiating, benchmarking, purchasing methodology, and strategy development).
- Experience with Oracle eProcurement and Emptoris eSourcing software applications including spend management, contracts, eRFx, and eAuction technologies is ideal.
- Proficiency in Microsoft Word, PowerPoint, and Excel.
- Candidate must be highly motivated with proven problem solving and analytical skills and the ability to drive change.
- Strong Interpersonal skills to include: excellent customer service, solid teamwork, and excellent oral and written communication skills.