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Position: Sourcing Specialist

Location: New York, NY

Contact: AIGGSHRRESUMES@AIG.COM

Company:	American International Group, Inc.
Functional Area:	Procurement
Employment Type:	Full Time - Regular
Education Preferred:	Bachelors

Position Description

Procurement of general goods and services such as office supplies, freight shipping and services, mailroom equipment, subscriptions and Multi-Functional devices for all AIG Companies

- Administer the supplier relations for the assigned areas of responsibilities.
- Manage the Ariba catalogues for contracted suppliers
- Produce monthly reports on vendor performance and analyze trends and proactively respond to opportunities.
- Actively seeks out cost savings alternatives. Work with internal customers to identify buying trends and to assure that all needs are met.
- Provides savings reports on a quarterly basis for all contracted suppliers.
- Understand current industry trends and stay current on product knowledge, developments and sources.
- Monitor all contracts terms and conditions and ensures that all vendors maintain compliance. Conducts random audits on contracted suppliers
 - Provides high quality customer services to all AIG internal and external customers.
 - eSource Invoice Manager - Reconcile eSource Ariba invoices for all commodities
 - Manage eSource (Ariba) catalogs
 - Manage AIG freight accounts internationally: setup new customer accounts, assist customers and audit invoices quarterly
 - Perform Purchasing agent Role in eSource (Ariba) for assigned commodities.

Decision making and critical thinking.

Position Requirements

- Extensive knowledge of general office commodities such as :
 - Office Supplies
 - Overnight and Ground Shipping – domestic and international outbound
 - Multi-functional Devices
 - Mailroom equipment
 - Record Management
 - Subscriptions
 - MRO and Emergency/Pandemic supplies
- Strong customer service skills
- Strong organizational skills with an ability to manage and administer multiple projects simultaneously
- Ability to develop, implement and manage strategic sourcing initiatives and on-going program maintenance
- Communication and analytical skills
- Proficiency in Microsoft Office
- Proficiency in Ariba enabled tools including Ariba Buyer and Ariba Sourcing
- Strong compliance management skills

About Us

American International Group, Inc. (AIG), a world leader in insurance and financial services, is the leading international insurance organization with operations in more than 130 countries and jurisdictions. AIG companies serve commercial, institutional and individual customers through the most extensive worldwide property-casualty and life insurance networks of any insurer. In addition, AIG companies are leading providers of retirement services, financial services and asset management around the world. AIG's common stock is listed on the New York Stock Exchange, as well as the stock exchanges in Ireland and Tokyo.

AIG is an Equal Opportunity Employer.