Strategic Sourcing Specialist



- Job Details
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Job Details

Special Instructions to Applicants: All interested applicants should attach a resume in PDF format in the Supporting Documents section of the application.

Position Summary:

The Strategic Sourcing Specialist will manage and lead the acquisition of complex indirect goods and services across critical university categories, which may include professional services, travel and construction. This role involves developing go-to-market strategies, leading RFXs, negotiating contracts and commercial terms, managing key supplier relationships, engaging with stakeholders, evaluating market conditions and executing the strategic sourcing plan. The specialist will serve as a critical partner in managing university resources, ensuring that sourcing activities directly support Rice's research and educational mission.

Ideal Candidate Statement:

The ideal candidate offers extensive, demonstrated success in strategic sourcing and category management within complex indirect categories such as professional services, travel and construction. This role requires an established track record of generating significant cost savings, negotiating best-in-class commercial terms and securing robust contractual terms and conditions. We seek a candidate who possesses strong problem-solving abilities, maintains a highly results-driven mindset and demonstrates an exceptional commitment to customer service and making a substantial impact on the University.

Workplace Requirements:

This position is offered as a hybrid role (minimum of two days in the office per week). Per Rice policy 440 , work arrangements may be subject to change.

Proposed Hiring Range: $73,000 - $102,000 annually

Minimum Requirements:

- Bachelor's degree from an accredited institution in Supply Chain Management, Business, Engineering, Accounting, or a related discipline.
    - In lieu of the education requirement, additional related experience, above and beyond what is required, on an equivalent year for year basis may be substituted.
- Three or more (3+) years of related procurement experience in a sourcing, specialist or category management role.

Skills

- Excellent verbal and written communication skills, with the ability to effectively engage with individuals at all levels, both internally and externally.
- Strong interpersonal, negotiation, listening and presentation skills.
- Exceptional team player. Must be able to work collaboratively, take direction, adhere to required work schedules, meet commitments, focus on details and comply with work rules.
- Strong analytical, organizational, reasoning, problem-solving and conflict resolution skills.
- Customer-focused with a positive attitude and a sense of urgency.
- Ability to work cooperatively and effectively with others and maintain confidentiality when appropriate.
- Ability to resolve conflicts amicably.
- Ability to work independently and within an organization to manage tasks and timelines.
- Ability to maintain a high level of performance.
- Self-motivated with the ability to manage multiple tasks, organize and prioritize work to meet strict deadlines and work with minimal direct supervision.
- Ability to organize, schedule, and prioritize workload to meet key milestones and objectives.
- Advanced proficiency in MS Excel and PowerPoint; Intermediate proficiency for Outlook and Word.
- Proficiency in data analysis and visualization tools for spend analysis, market trend evaluation and performance reporting.
- Experience with or understanding of Artificial Intelligence (AI) and Machine Learning (ML) concepts as applied to procurement, contracting, sourcing and risk assessment, contributing to Rice's digital transformation in the P2P space.
- Must be able to perform all essential and marginal functions of the job.

Preferences:

- Five or more (5+) years of related procurement experience in a sourcing, specialist or category management role.
- Familiarity with higher education procurement practices and requirements.
- Experience with indirect category procurement, sourcing and contracting.

- Proven strategic sourcing experience within multiple high-spend indirect categories such as Professional Services, Travel, Construction, HR, MRO and Major Equipment.
- Direct experience implementing or utilizing AI/ML-driven procurement tools.
- Demonstrated proficiency with Oracle Fusion Cloud, eSourcing, project management, contract management and spend analytics tools.

Essential Functions:

- Serves as a relationship manager to campus stakeholders and suppliers.
- Advises and assists department staff, faculty and leadership in the acquisition of goods and services.
- Leads and executes complex RFXs for goods, services and technologies, utilizing data and market intelligence to develop optimal negotiation strategies.
- Evaluates and challenges complex commercial proposals using advanced total cost of ownership (TCO) models to ensure maximum value and alignment with organizational goals.
- Independently leads and executes high-stakes supplier negotiations to secure significant cost savings, optimal service levels, best-in-class commercial deals and favorable contractual terms and conditions.
- Drives continuous improvement across the procurement lifecycle by analyzing performance data, streamlining processes and implementing best-in-class sourcing strategies.
- Actively manages open orders and stakeholder requirements to ensure timely delivery.
- Ensures commitments are met by monitoring progress and addressing issues proactively.
- Conducts market research to identify new potential suppliers and evaluate market trends.
- Performs all other duties as assigned to support the department's objectives.

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Rice University is committed to ensuring Equal Employment Opportunity and welcoming the fullness of diversity into our candidate pools. Rice considers qualified applicants for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national or ethnic origin, genetic information, disability, or protected veteran status. Rice also provides reasonable accommodations to qualified persons with disabilities. If an applicant requires a reasonable accommodation for any part of the application or hiring process, please contact Rice University's Disability Resource Center at 713-348-5841 oradarice@rice.edufor support.

If you have any additional questions, please email us atjobs@rice.edu. Thank you for your interest in employment with Rice University.

Company

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