

MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



Functional Area	Office of the Vice President for Finance, Strategic Sourcing and Contracts		
Job Title	Senior Strategic Sourcing Analyst, Laboratory and Research		
Reports to		Title	Director of Strategic Sourcing and Contracts
January 3, 2017			
Level/Grade	Choose an item.	Type of position:	Hours____ 40 / week
HR-QG272		☒ Full-time ☐ Part-time	☒ Exempt ☐ Nonexempt

POSITION OVERVIEW STATEMENT

SENIOR STRATEGIC SOURCING ANALYST – LABORATORY AND RESEARCH, Office of the Vice President for Finance, overseeing approximately \$109 million per year of spend in areas of medium to high complexity and risk including laboratory and research consumables, supplies, equipment, and outsourced services for the fields of life sciences, chemistry, engineering, healthcare, and other related research for MIT's departments, labs and centers. The Senior Strategic Sourcing Analyst, Laboratory and Research, will provide strategic sourcing decision-support and recommendations on best-in-class methods and approaches to securing quality supplies and services for the benefit of the MIT community. Leads the development of sourcing strategies for projects by using fact and evidence-based data. Will lead data-driven sourcing initiatives utilizing strong market and competitive knowledge and analysis, create competitive leverage by using appropriate sourcing tools and aligning key business stakeholder needs, will identify supply alternatives. Will lead initiatives by establishing project plans and timelines to deliver an effective sourcing solution. Ensures supplier performance, cost savings, operational efficiencies, and business value.

KEY RESPONSIBILITIES

- Responsible for the assessment, selection, management, and development of all preferred vendors and other key suppliers in the Laboratory and Research category.
- Responsible for building and maintaining strong business relationships with preferred vendors and other key suppliers; ensures the timely negotiation of new or extended agreements in assigned areas.
- Maintains the master file of negotiated discount agreements.
- Assists in the directing /advancing of the Institute's Disadvantaged Business Program.
- Reviews and analyzes terms and conditions; consults with contracts team on review of terms and conditions as needed.
- Manages supplier performance and develops and implements supplier performance metrics through regularly scheduled meetings.
- Ensures compliance with Institute policies and state and federal regulations.
- Secures cost containment opportunities through negotiations, volume pricing agreements, competitive bidding, substitution, new suppliers, and supplier development.
- Gathers input and solicits participation from relevant departments, laboratories, and centers on anticipated major sourcing projects and provides guidance, advice, and change(s) as needed.
- Performs spend analysis on assigned categories to: ascertain true category spend; identify strategic sourcing opportunities through demand aggregation and supplier rationalization; identify expense reduction through increased compliance in the form of cost containment, maverick spend reduction and contract compliance.



- k. Develops long and short-range strategic sourcing plans for relevant categories.
- l. Develops and maintains productive partnerships with colleagues and customers within the MIT community.
- m. Collaborates with communications team to market category related key accomplishments, review category related content on the website and other resources, and recommend changes/updates as required ensuring accuracy of information.
- n. Communicates and drives rapid adoption and utilization of new agreements; develops initiatives to promote and refer community members to preferred or new suppliers.
- o. Works collaboratively with other members of the sourcing team in cross-category or other types of sourcing projects.
- p. Works closely and collaboratively with contracts team to negotiate and secure supply and service agreements that meet VPF and MIT business objectives.
- q. Protects MIT's reputation through strict adherence to the highest ethical standards consistent with Institute practices.

QUALIFICATIONS

- Bachelor's degree required in business administration, finance, materials management, economics, life sciences, chemistry, engineering, or other relevant disciplines.
- At least seven years of progressive, sourcing and contracting or lab management experience, including extensive experience developing and executing strategic sourcing plans; experience in purchasing laboratory, research, or healthcare supplies and services.
- Strong influencing skills as well as strong interpersonal communication skills for building relationships with internal stakeholders and supplier executives at all levels.
- Must be a skilled negotiator with a proven ability to move negotiations forward to a supplier's best and final offer in the designated time frame for the project.
- Experience presenting in a live environment and achieving agreement with others, with a demonstrated ability to maintain grace under pressure in difficult negotiations.
- A demonstrated track record of facilitating and executing successful sourcing initiatives; and a thorough understanding of contracting methods and procedures, including techniques of specification and contract writing, purchasing law, and ethics.
- Ability to read, analyze and negotiate high-level contracts.
- Excellent customer service, communication and interpersonal skills.
- Must be detailed oriented with strong organization skills and have the ability to manage multiple tasks simultaneously.
- Advanced skill level in Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook; experience with ERP systems is required.
- Bachelor's degree or equivalent experience is required and a Master's degree may enhance ability in role.
- CPM (Certified Purchasing Manager) or CPSM (Certified Professional in Supply Management) or other ISM (Institute of Supply Management) professional certification a plus.

Supervision Received

Will receive supervision from the Director of Strategic Sourcing and Contracts. Determines the appropriate work method, plans, schedules, and prioritizes work based on goals and objectives. Consults with the Director to resolve unusual problems or to seek general direction.

Supervision Exercised

May provide training in area of expertise. May offer recommendations for hiring but does not have responsibility for making hiring decisions.

MIT will conduct a background check (including checking criminal records) for the finalist.



VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

