

OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description



Functional Area:	Office of the Vice President for Finance, Strategic Sourcing and Contracts		
Job Title:	HR- QG272: Senior Strategic Sourcing Analyst	Position Title:	Strategic Sourcing Analyst, Travel & Hospitality
Reports to:	Manager of Strategic Sourcing	Prepared On:	December 2018
Level: Q	Duration (if applicable):	Hours per week/status: 40/Exempt	

GENERAL OVERVIEW

The Office of the Vice President for Finance (VPF) works to advance MIT's mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, this 165-person office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

POSITION OVERVIEW STATEMENT

The Strategic Sourcing Analyst, Travel & Hospitality will be responsible for overseeing the strategy and execution of MIT's travel and hospitality procurement and sourcing program. Responsibilities include selecting partner and preferred providers and managing supplier relationships. This individual will collaboratively work to manage the Institute's travel policy and will assist travelers as needed to promote compliance with this policy. She/he will be accountable for analyzing current conditions and trends in the travel industry, as well as travel management reports and data to discover opportunities for savings and improved services through provider negotiations and efficiencies. This person will act as a liaison with MIT's preferred travel management companies and related service providers to ensure internal customer satisfaction with travel service providers. She/he will also be responsible for complex, large-scale, travel contracts, including ground transportation, airlines, and hotels, and catering contracts, as well as other hospitality and professional services industries.

Candidates for this position must be motivated to make a positive impact for the MIT community, exhibit enthusiasm and capability for pursuing a data- and customer-driven approach to establishing priorities, possess strong leadership qualities and professional integrity, and demonstrate a collaborative spirit that will benefit strategic sourcing initiatives in travel and hospitality. Success in this position requires an understanding of strategic sourcing, best practices in negotiation, competitive procurement and contracting, regulatory requirements for procurement practices, and MIT's mission.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Responsible for implementing best-in-class strategic travel and hospitality relationships and agreements with service providers that leverage a significant annual purchase volume
- Ensure that formal travel and hospitality service agreements continually provide tangible benefits and value to the Institute
- Review and manage complex travel and hospitality agreements and contracts and ensure compliance with Institute, state, and federal regulations, and maintain a master file of negotiated travel discount agreements

- Manage supplier relationships including bidding, substitution, selection of new providers, and provider development
- Conduct competitive bids/solicitations and cost and market analysis to benchmark current and potential suppliers
- Evaluate opportunities to engage small, local, and sustainable travel and hospitality businesses
- Assist in review of travel and hospitality contracts, and address contract administration issues involving interpretation of terms and conditions, changes in requirements, terminations, disputes, or other dynamics
- Represent VPF Strategic Sourcing in training presentations on strategic sourcing/procurement policies and procedures and related topics
- Work with travel agencies to address customer service standards, and issues and/or necessary modifications with systems
- Is responsible for monitoring day-to-day services of designated travel management company(s)
- Support the internal accounting process and assist finance personnel to resolve supplier payment issues
- In collaboration with the Travel and Card Services team, solicit and coordinate input from departments, laboratories, and centers on anticipated major travel business; provide guidance and advice regarding travel planning, bookings, and policy; assist with training on travel booking tools and systems
- Is responsible for providing a high level of customer support and satisfaction with the travel process, and resolving customer service issues of travelers; act as a reliable and trusted liaison between MIT and its suppliers
- Work with researchers and students to facilitate international travel
- Collaborate extensively with staff in VPF business units, including Contracts, Travel and Card Services, Procurement Operations, Accounts Payable, Financial Systems and Data, and others
- Attend local, regional, and national sourcing and travel conferences and consortia meetings and is up to date with best practices and trends in travel sourcing and procurement
- Other duties and special projects as assigned

QUALIFICATIONS

REQUIRED:

- At least four years of relevant procurement experience at a responsible level in a higher education, government, or corporate environment
- Minimum four years' relevant experience in the acquisition of travel, hospitality, professional services and other related services
- A demonstrated track record of facilitating and executing successful sourcing initiatives, competitive solicitations, and a thorough understanding of contracting methods and procedures
- Strong persuasion, negotiation and influencing skills and the strong interpersonal communication skills necessary to build relationships with internal stakeholders and supplier personnel at all levels
- Professional knowledge of and experience with the principles, practices, and trends of procurement policies, applicable laws, and competitive solicitation practices
- Must have superior customer service skills
- Strong ability to work collaboratively with individuals and groups from a wide variety of backgrounds and organizational levels, incorporating their ideas, adapting to their needs, and forming consensus in appropriate situations

PREFERRED:

- Prior higher education experience strongly preferred
- Knowledge of SAP
- Professional certification or Master's degree

SUPERVISION RECEIVED

Receives supervision from the Manager of Strategic Sourcing

SUPERVISION EXERCISED

None

A background check (including checking criminal records) will be required for the final candidate.

MIT is unable to provide work authorization and/or visa sponsorship for this position.

This position has a 6-month probationary period for new employees to the Institute.

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.