

Position Title: Sourcing Advisor

Position Location: Alexandria, VA
Reports to: Regional Sourcing Advisor Lead
Supervisory Responsibility: None
FSLA Status: Exempt
Date Prepared: 5/2/01 Revised 8.18.03

Position Summary

The Sourcing Advisor, reporting to the Auction Regional Manager, is responsible for supporting WWRE members, and as needed, suppliers in preparing and conducting individual auctions. While it is anticipated that most WWRE member firms will become self-sufficient in conducting individual auctions, members often require assistance in managing the auctions process. The Auction Consultant will be the principle point of contact and will provide second level Help Desk support as required. Additionally, Auction Consultants will be primarily responsible for sourcing, facilitating, and executing complex collaborative negotiations involving multiple member companies. Auction Consultants will have a broad area of responsibility in terms of the number and type of member clients, as well as a large geographic area. The Auction Consultants must be able to assess a situation, make a decision and execute quickly and surely.

Core Values

All WWRE team members are expected to work in alignment with the WWRE's Core Values:

- ❑ **Collaborate:** Work together as a team, internally and externally
- ❑ **Communicate:** Communicate clearly, consistently, and directly – both internally and externally
- ❑ **Consistency:** Live our vision, objectives, measurements, and repeatable best practices
- ❑ **Confidential:** Maintain impartiality, neutrality, and honesty in our dealings with one another and our customers

Responsibilities:

- Responsible for advising WWRE members in the strategic fit of an on line auctions solution within their Procurement organization
- Identifying new suppliers and developing unique business scenarios for driving cost savings on items procured within the auctions tool.
- Responsible for successfully supporting individual and collaborative negotiations for WWRE members.
- Works closely with WWRE members in the planning, scheduling, and closing of an individual auction or collaborative negotiation event, with emphasis on process quality and customer satisfaction.
- Coordinates with WWRE training, technical, and support resources to create and execute a successful event.
- Performs other similar or related duties that may be assigned.

Travel Requirements:

- Maximum 50% travel

Skills and Expertise:

- Excellent organizational and interpersonal skills
- Effective mentoring/coaching skills a must
- Demonstrated problem solving and crises management skills.
- Strong conceptual and analytical skills with the ability to work as an effective member of a team
- Excellent verbal and written communication skills a must.
- Previous experience working for a global organization or consulting company.

Education and Experience:

- BS/BA in business or a related field from four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience.

- Experience as a “buyer” within a corporate procurement environment with minimum five years experience. Strategic sourcing experience preferred Knowledge of Auctions, Exchanges or Supply Chain Management systems
- Solid understanding of the procurement process. Strategic sourcing experience preferred.
- Some knowledge of Web and/or database technology preferred.
- International work experience required.

Accommodations:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.