



## *JOB DESCRIPTION*

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**POSITION:** Corporate Director of Strategic Sourcing  
**DEPARTMENT:** Purchasing  
**REPORTS TO:** Chief Operating Office  
**CLASSIFICATION:** Exempt  
**APPROVED BY:** Chief Operating Officer  
**APPROVED DATE:** 11/14/17

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### **Summary**

A Director of Strategic Sourcing is responsible for the company's end to end sourcing of products and services essential for operations. In addition, the individual will be responsible for all phases of sourcing that require the skills necessary to identify cost saving opportunities, create competitive environments, creatively negotiate and generate contracts to assure seamless availability of all products to support the company's objectives. This position is also responsible for the supervision and management of the day-to-day operations of the purchasing department. Provide team members with the appropriate training, tools, direction and motivations to enable their success as well as interacting directly with suppliers.

### **Essential Functions**

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

- Responsible for the supervision of employees which includes work schedules and work allocation, training and problem resolution; evaluates performance and motivates employees to achieve peak production and performance.
- Take overall responsibility for the strategic sourcing management goals of the company and implement action items to ensure that those goals are achieved
- Manage and mentor staff encouraging professional growth & development
- Responsible for negotiations for best possible cost service guarantee and develop "win-win" strategies that achieve sustainable relationships with suppliers
- Evaluate supplier core competencies and competitive positioning using industry cost models
- Implement supplier agreements/contracts when beneficial by working with cross-functional stakeholders and suppliers to reach agreement on contract terms and conditions
- Research and anticipate shifts in the negotiating power of suppliers
- Analyze industry trends and evolving technology to proactively identify supply base issues to minimize risk, protect continuity of supply, and utilize emerging opportunities
- Maintain and develop supplier relationships (trade shows, supplier meetings, conferences, etc.)

- Participate in establishing short-term and long-range planning and budget development of the company to support strategic business goals
- Develop a supplier management program with key suppliers including metrics, performance goals and improvement initiatives
- Establishes purchasing policies and ensures compliance within the department
- Continuously improve productivity and efficiency of processes throughout the operational organization
- Lead department to develop forecasts for future demand and place orders in a timely fashion based upon supplier lead-time
- Develop and implement sourcing and supplier selection strategy domestically and internationally
- Monitor and implement company policy as well as guide the teams' actions by developing and enforcing purchasing policies and procedures.
- Handling employee complaints and grievances
- Manages inventory efficiently to increase turns and fill rates.
- Supports and implements new product line launches.
- Maintains and promotes sound relationships with suppliers by taking ownership for all sourcing and material activities by developing procurement strategies, active management of performance, contract negotiations, managing and supporting new product line launches, driving cost savings initiatives and developing an effective purchasing organization.
- Identifies and drives cost savings initiatives.
- Supports Sales with companywide initiatives, special projects and analytics.
- Identify and qualify suppliers, studying and evaluating proposals, negotiating costs and terms of contracts.

## **Competencies**

- Leadership
- Ethical Conduct
- Customer Focus
- Collaboration
- Problem Solving/Analysis
- Time Management
- Business Acumen
- Decision Making
- Communication Proficiency
- Teamwork Orientation
- Technical Capacity

## **Supervisory Responsibility**

This position manages all employees of the department and is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with company policies, and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, addressing complaints and resolving problems.

## **Work Environment**

This job operates in an office environment. This role routinely uses standard office equipment such as computers, telephone, headset and photocopiers.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Position Type/Expected Hours of Work**

This is a full-time position, Monday through Friday 8:00 a.m. – 5:00 p.m. Occasional early or late hours may be required as job duties demand.

## **Travel**

Travel is primarily locally during business day, although some travel to other Brady locations and other business-related travel will be expected.

## **Required Education and Experience**

- Bachelor's degree in business related area
- 5-7 years of purchasing/strategic sourcing experience along with 3+ years relevant operations/supply chain experience.

## **Abilities:**

- Excellent communication and presentation skills, both written and oral.
- Ability to manager projects and establish clear goals and accountabilities to ensure successful delivery (on time, within budget, meeting agreed upon success criteria)
- Knowledge of the legal terminology and language to supplier and/or vendor agreements and contracts.
- Highly proficient in Microsoft Excel.
- Strong analytical skills – capable of providing analytical results in Microsoft Excel.
- Strong negotiating skills.
- Must have working knowledge of supply chain management techniques.
- Ability to multi-task in a fast-paced environment.
- Must be able to exercise discretion in handling sensitive, confidential pricing information.

- Have excellent presentation and communication skills.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management.

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_