Sourcing Manager

Full-time, regular, exempt, UMPSA-represented position

Position may be located on the UMA/Augusta, UM/Orono or USM/Gorham campus

Reporting to the Director of Strategic Sourcing, the Sourcing Manager for Facilities, Equipment and Services is responsible for managing sourcing activities within the category noted below for goods and services in compliance with public competitive bid guidelines. This category encompasses approximate $25 million in addressable annual spend. The complete job description is linked here.

Duties include:
- Implementing strategic sourcing methodology and process for assigned category
- Engaging and collaborating with University System subject matter experts
- Identifying strategic sourcing opportunities
- Managing strategic sourcing initiatives
- Managing contracts and key supplier relationships

Competencies include:
- Ability to formulate effective sourcing strategies that accomplish performance and savings goals, anticipate potential threats or opportunities, and are consistent with department goals and policies.
- Ability to make clear and convincing oral presentations to individuals or groups and facilitate an open exchange of ideas.
- Ability to persuade to gain cooperation from others to obtain information and accomplish goals.

Required Qualifications:
- Bachelors degree or equivalent combination of education and relevant experience.
- 1-3 years experience leading public or private sector procurement initiatives.
- Demonstrated project management experience.
- Experience running a competitive procurement process in a non-profit and/or higher education organization of equivalent complexity as the University Maine System.
- Experience executing initiatives following a structured Strategic Sourcing methodology and framework.
- Experience conducting procurement related financial analysis including historical spend research, Sourcing savings estimates, return on investment calculations, and total cost of ownership projections.

Preferred Qualifications:
- Masters degree in business administration or other applicable area of study.
- 2-3 years experience leading a public or private sector strategic sourcing category based initiatives in an institution with comparable to the complexity of University of Maine Systems.
- Professional Certification (e.g., C.P.M., C.P.S.M.).

The hiring range is low $40’s to mid $40’s depending upon qualifications and experience. The University System offers a comprehensive benefits package including medical, dental, retirement, wellness, and tuition waiver programs for employees and dependents. The employer portion of the retirement contribution is 10%.

This position is open until filled; however, applications received after the first screening date on August 20, 2015 will be considered at the discretion of the university. To apply, send a complete application packet consisting of a cover letter addressing your experience and the requirements of this position along with a resume and contact information for three professional references to: Sourcing Manager Search, Office of Human Resources, 16 Central Street, Bangor, ME 04401 or e-mail to umsjobs@maine.edu (preferred) referencing job code 55-08-15. Only complete applications will be considered.

The successful applicant is subject to background screening.
University Services is an EEO/AA employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.