



# Sourcing Specialist

## **Primary Responsibility:**

The MHEC has an immediate need for a full time Sourcing Specialist. The specialist will be responsible for supporting and assisting with the development and analysis of MHEC contracts. The specialist is expected to have familiarity with bid preparation, analysis and to have familiarity with Microsoft Word, Excel and other appropriate or relevant software programs. The specialist will be expected to have strong organizational and communication skills.

## **Duties include but are not limited to:**

- Support managers with preparation of bid specifications
- Support managers with bid analysis
- Support managers with bid cost benefit analysis
- Support managers with the bid award process
- Supplier communication
- Support marketing MHEC contracts
- Attendance at MHEC member events
- Supervision of student workers
- Other duties and responsibilities as assigned

## **Qualifications:**

This is intended to be an entry level position. The ideal candidate will be willing to grow with the MHEC, be enthusiastic and be willing to learn the MHEC contract bidding and award process. Background in business and management is a plus but not required.

- 2-3 years of higher education, buyer, or procurement experience a plus
- Degree in a related field a plus, consideration given to previously held related, positions
- Knowledge of Microsoft Word, Excel Access and/or similar software program

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures
- Problem Solving - Gathers and analyzes information skillfully
- Written Communication - Writes clearly and informatively
- Quality Management - Demonstrates accuracy and thoroughness
- Strategic Thinking - Analyzes market and competition
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality

The salary range is between \$35,000-\$45,000 based on experience.

The position requires light to moderate physical effort demanded when performing functions under typical office and computer use conditions. Light to moderate physical effort and stamina required for occasional travel and transport of work related materials and equipment to meeting and training sites. The successful candidate must be able to lift up to 50 pounds with or without reasonable accommodation.

Must possess a valid Motor Vehicle Operator's License valid for use in Massachusetts and provide the means of transportation to fulfill job duties throughout Massachusetts and attend relevant meetings. Candidates must be eligible for permanent employment in the United States, and appointments are subject to a criminal background check. The MHEC is an equal employment opportunity employer.

Please send a cover letter and resume to Human Resources, MHEC, 505 East Pleasant Street, Amherst, MA 01003, [hr@mhec.net](mailto:hr@mhec.net). Letters of interest will be accepted until filled.