

# SOURCING ASSOCIATE

A.T. Kearney does more than help businesses change. We help them achieve the kind of significant impact that drives competitive advantage. To accommodate the growing market need for sourcing and supplier management services, we formed a practice to serve large and medium-sized corporate and government organizations. A.T. Kearney Procurement & Analytic Solutions is seeking to hire individuals as Sourcing Associates in its sourcing practice.

As an A.T. Kearney Procurement & Analytic Solutions Sourcing Associate, your primary role will be to coach a customer category team through the strategic sourcing process, from development of the strategy and approach through execution of an RFI/P campaign, an auction event and post-auction follow up. A Sourcing Associate is also responsible for pre-event marketing and training communications with customer stakeholders and suppliers.

Specific responsibilities include:

- Support the development of the overall strategy for leveraging sourcing, including RFI/P and on-line bidding, design of the bid structure and RFP process and review of supplier criteria for RFP and/or auction participation
- Drive the category team to provide timely, high-quality data deliverables
- Conduct supplier orientation and training on the sourcing process
- Create RFPs, auctions and practice auctions
- Work with teams to strategize how to best use e-sourcing tools within the context of their ongoing commodity strategies
- Manage on-site auctions, validating final bids and generating and distributing RFP and auction reports
- Conduct analysis, support benefits estimation and documentation

## What We Seek

A.T. Kearney Sourcing Associates have a Master's Degree with a supply management concentration. Most have 3 to 5 years full-time relevant experience in addition to an MBA or other post-graduate degree. Sourcing Associates have excellent interpersonal and communication skills. They enjoy working in a team-based environment and are committed to meeting/exceeding client objectives. A proficiency in Internet technology and Excel/Access skills are necessary. Sourcing Associates travel four to five days each week.

## What You Can Expect

The career path for a Sourcing Associate varies with experiences and skills. It is one that is flexible and provides cross training to suit individuals, giving them the opportunity to build skills in other areas. A variety of roles are available for successful Sourcing Associates:

- **Sourcing Manager** — manages the overall strategic sourcing process for a category or category family from development through execution of an RFI/P distribution, auction event or traditional negotiation, and post-auction/negotiation follow-up
- **Category Manager** — manages consortium supplier performance, including support and service, negotiations and management of supplier activities
- **Knowledge Management Analyst** — develops and maintains intellectual capital to support the strategic sourcing process and other operations programs
- **Data Analyst** — provides data management expertise in areas of data extraction and manipulation, structuring databases and custom application development

## How to Apply

To apply for this position, send resume and cover letter to [Sourcing\\_Recruiting@atkearney.com](mailto:Sourcing_Recruiting@atkearney.com)

**A.T. Kearney**  
**PROCUREMENT & ANALYTIC  
SOLUTIONS**

For more information please visit [www.atkearney.com](http://www.atkearney.com)

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