



Supplier Relationship Manager (full-time, 35 hours/week)
Procurement and Payment Services
Position 102069

Position Summary: The employee provides leadership, direction, and expertise regarding University procurements and contracts. The position will form deep relationships with incumbent strategic suppliers. This is to ensure we take full advantage of future revenue opportunities and to ensure the right commercial terms are in place to protect the university position, aligned to our customer needs. The employee will have early engagement with new suppliers of significance aligned to business development activity, to negotiate the right commercial and legal terms and to help grow and protect future revenues. The employee will support the procurement function in the delivery of agreed objectives in line with the procurement strategy and mission, providing meaningful procurement category management for the university's expenditure with external suppliers. Supplier Relationship Manager is focused on deriving additional value from our supply base by strengthening the supplier relationships through partnering with suppliers, university procurement groups, and other university stakeholders to develop, deploy and manage strategies that mitigate risk, discover opportunities, advance innovation, and measure and improve performance. This position is responsible for contributing to the development and ongoing management of our strategic sourcing initiatives, our supplier base, and our PCard strategies, including spend/supply analytics and supplier qualification and approval. All efforts in this role have a goal of adding value and exceptional customer service, while at the same time reducing the total cost of ownership. The incumbent works within Procurement and Payment Services to develop and manage a highly effective supplier management and contract management program, and plays a key role in enabling collaboration among university stakeholders and purchasing. Employee manages select service providers to ensure compliance with University requirements, adherence to customer service needs, and fulfillment of the University's financial and strategic objectives. Employee manages all supplier approvals, supplier on-boarding, and supplier qualification systems and criteria. May assist the Sr. Director with any audit responsibilities. Acts as the primary point of contact for service provider delivery leads. Accountable for managing SLAs.

Essential Responsibilities Include: Determine the category strategy and a rolling program of strategic sourcing areas to be addressed. Establish and lead cross-functional teams to manage the development and implementation of the procurement strategic sourcing strategy with the Sr Executive Director, Purchasing Manager and key internal stakeholders. Influence and negotiate the best commercial terms with key suppliers. Negotiate contractual agreements with suppliers to ensure the service, quality, total cost, security of supply and the deployment of the suppliers capabilities in innovation are secured. Engage with key suppliers to form deep relationships of mutual benefit and understanding. Develop saving opportunities and benchmarking of industry standards and practices to identify quick wins and med/long term opportunities, using spend analytics as the enabler of category and or service target opportunities. Develop, implement and manage a robust supplier scorecard dashboard that provides monthly management reporting information on service, spend, and applicable metrics. Analyze costs to understand and evaluate supplier competitiveness. Review suppliers' terms and conditions. Revise/edit terms and conditions to enhance the University's legal and business position.

Minimum Qualifications: Bachelor's degree with at least five (5) years of procurement experience, with a minimum of two years' experience in a higher education environment. Subject Matter Expert (SME) experience with Peoplesoft Finance-Procurement and Accounts Payable modules. 1 year of supervisory experience is preferred.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102069 in subject line of email.

Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA

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