



Position Title: *Sourcing Manager*

Reports to: *VP of Supply Chain*

Classification: *Exempt*

Position Description

The Sourcing Manager is responsible for working with internal and external company stakeholders to develop and execute the overall purchasing function, aimed at reducing cost, minimizing risk, and the optimization of business processes. The Sourcing Manager will identify product requirements through analysis of new product components such as wood and leather, identification of potential suppliers, negotiation of contracts and management of vendor relationships. This position is responsible for all new component sourcing requests, and year-over-year cost reductions. It is critical for this position to utilize existing and new vendor supplier relationships to expedite new business development needs.

Key Responsibilities

1. Create and manage the sourcing strategy; this includes dollar management (\$25mm+ in spend), year over year cost reduction, and the identification of opportunities to support continuous improvement activities within key processes.
2. Working closely with the Sales and Product Development Teams, utilize technical knowledge, expertise, and understanding to source all new product component needs and requests.
3. Work with a multi-functional team to commercialize new products; coordinate and collaborate with the Manufacturing Team for new product production needs (testing, sampling, etc.).
4. Deliver briefs, updates, and reports for all new product component requests (or as/when required).
5. Ensure continuous supply of required goods and materials and communicate any supply problems which may pose a risk or impact business operations.
6. Explore alternate sources for goods and materials; negotiate contracts, improve prices and terms of business with suppliers/vendors, and review opportunities to make business savings utilizing negotiation and procurement best practice tools and methods.
7. Work collaboratively, negotiate, and engage with stakeholders and suppliers regarding new projects and initiatives; advise on impact or change on purchasing and production activities.
8. Build, maintain, and manage supplier relationships through exceptional communications; actively participate in vendor/supplier performance reviews.
9. Stay up to date on any changes that may affect the supply and demand of needed products and materials and advise stakeholders of any impact.
10. Balance both tactical execution with strategic initiatives necessary to drive both cost reduction and growth initiatives.
11. Other duties as assigned.

Competencies

1. Results oriented with the ability to conform to shifting priorities, demands and timelines, as well as, manage and prioritize individual team goals and deadlines. Ensuring that company deadlines are met, and strategic initiatives are continually supported.

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2. Demonstrated aptitude for problem-solving; ability to analyze problems, interpret data, and determine solutions for stakeholders.
3. Ability to strategically manage relationships with all stakeholders through collaboration, timeliness, and ability to provide a continuous level of engagement.
4. Ability to maintain cost impact data and communicate to stakeholders regularly.
5. Must produce and manage accurate metrics within assigned area.
6. Technical capacity and ability to learn, understand, and apply new technologies.
7. Capacity to mentor and develop junior purchasing team members.

Qualifications

1. Bachelor's degree in a supply chain management, business, purchasing or related field.
2. A minimum of 5 - 7 years of sourcing experience; sourcing experience within the furniture upholstery and/or textile products industry is a plus.
3. Experience sourcing in Asia is a plus.
4. Working in Mexico is a plus.
5. Customer-facing experience is a plus.
6. Epicor ERP experience is a plus.

Travel

Travel (up to 50%) is required for this position. Must have a valid driver's license and passport and willingness/ability to travel outside of North America.

Supervisory Responsibility

Yes

Work Environment

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. This position may be a remote position, in which the employee works from a home office.

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. This is a largely sedentary role; however, some kneeling, bending and standing is required as necessary.

Position Type/Expected Hours of Work

The standard workweek is forty (40) hours. Workday lengths for exempt associates are determined primarily by the hours required to accomplish their current workloads. General business hours are from 8:00 a.m. to 5:00 p.m. daily. As starting and ending times vary within departments and office locations, the manager of each department will determine the schedule for his or her department.