

Senior Specialist of Procurement
Duke Kunshan University
Job Description

Position Overview:

The Senior Specialist of Procurement will supervise University's overseas and local purchase activities. The incumbent will be involved in the acquisition of a broad array of products and services that are key to the operation of the University. Some examples of such products and services are: IT equipment and services, scientific instruments, facility services, professional services, building equipment and services for the existing campus and Phase II Campus Projects.

Reports to:

Senior Procurement Manager

Essential Duties:

- Lead purchasing processes, ensure financial discipline, and manage purchase order creation, receiving, invoicing and other financial processes with major vendors
- Manage suppliers' relationships, establish Service-Level Agreement (SLAs), quality issues, risks and mitigate business risks
- Lead cross-functional team to make supplier selection and negotiate agreements.
- Secure overall good supplier relationship through conducting business review meetings regularly.
- Close monitoring of supplier performance and take corrective actions where needed.
- Work closely with internal stakeholders and suppliers.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- University degree in Business, Engineering or related field
- Minimum 5 years of purchasing supply chain/logistics/material management experience.
- Lead cross-functional team to define and develop segment purchasing strategies.

- Negotiate supplier agreements and commercial issues.
- Cost analysis skills, be the expert in the assigned commodities on component cost management.
- Make and recommend the best business case.
- Project management skills
- Coordinate and drive supplier management meetings.
- Act as supplier relationship host.
- Customer focus.