

Senior Specialist/Specialist of Procurement (Rank Open) – Academic and Teaching Supplies

Duke Kunshan University

Job Description

Position Overview:

This position will be responsible for leading and executing the purchasing and supply management activities for the Campus teaching and academic purpose especially lab equipment and supplies as well as scientific services. This role provides procurement solutions to the campus teaching and academic category strategies; lead on third party vendor selection, vendor development, technology management and performance measurement activities. The Category Specialist ensures best in class delivery of external services and products in the Research and Teaching Category to support DKU's growing needs, contribute in cost savings and improve the procurement process in close collaboration with the stakeholders internal and external.

Reports to:

Senior Procurement Manager

Essential Duties:

- Execute the source to contract process including respective strategies, approaches and methods; prepare and conduct negotiations, adapt tactics from a broad portfolio of negotiation strategies to achieve results that support the teaching and research activities and procurement objectives.
- Develop and maintain relationships with stakeholders to support and proactively respond to teaching and research needs.
- Establish, maintain and update the Procurement applications according to the content, continuously improve the content and automation.
- Leverage extensive market and supplier knowledge to drive lower total cost.
- Demands management - analyze specifications for optimization, understand the stakeholder landscape and demonstrate awareness of overall needs of the Campus and financial period.
- Sourcing and supplier relationships management.
- Support defining and implementing Procurement tools and processes.
- Ensure adherence to DKU's procurement guidelines.
- Monitor end to end compliance (budget, payment, vendor PO, contract invoice, buying channel, etc.).

- 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 or advanced degree is required.
- 2-5 years of lab equipment industry specific experience.
- Preferably > 5 years of experience in Procurement or other related experience in lab equipment category management and supplier management, especial in R&D domain.
- Strong use of spreadsheet programs.
- Excellent communication skills (written and verbal in both English and Chinese).
- Relevant industry business process and marketing knowledge.
- Good understanding to Chinese Government Procurement Rules and Regulations is a plus.
- Knowledge of category technologies and products.