



Position Title           **Sourcing Specialist - Lighting**  
Department             Programs Team  
Reports to                Director of Sales, Programs Manager

### Position Summary

The Lighting Sourcing Specialist will be responsible for the strategic implementation and ongoing management of suppliers within the lighting category. This role will work to identify new suppliers, optimize the company's supplier base, purchase new product lines, quote lighting projects, and provide training and assistance to sales reps. Ideal Candidate will be proficient in supplier management, vendor issues and inventory operations.

### Essential Responsibilities and Duties

- Communicate new and existing plumbing products to sales team, marketing department, and operations
- Interface with Purchasing Manager to plan and prioritize purchasing activities
- Evaluate and approve new vendors for sourcing
- Review planned orders, create requisitions for purchased items, and manage approval process
- Transmits and prioritizes supporting documents to new supplier
- Exercise judgment in selecting methods, techniques and evaluation criteria for obtaining results in inventory cost, availability, days on hand and liability
- Responsible for generating cost savings measured in purchase price variation, inventory levels at or below agreed on targets and delivery performance by preventing shortages
- Prepares and communicates shortage and backlog reports, and provides visibility of potential interruptions to proper department
- Reviews, updates, and maintains purchase orders until they are closed
- Ensures orders adhere to supplier agreements and contracts; reports non-conformances
- Be the liaison to employees for new products and ensure proper on-boarding of all new products

### Qualifications/Requirements

- Bachelor's degree
- 2 years' experience in Supply Chain, Logistics, or Manufacturing
- Experience buying, selling, procuring plumbing products
- Demonstrated understanding of purchasing program and how it applies to MFS Supply
- Focus on continuous process improvement and error/defect/expense reduction
- Research, problem-solving and analytical abilities
- Proven experience using oral and written communication skills to effectively resolve problems