

Utility Shared Services, an Energy East Company, is looking for a Analyst - Strategic Sourcing for its Rochester location.

JOB SUMMARY:

In this role, you will select suppliers and manage corresponding partnerships for all Energy East operating companies via the Procurement Services group. You will drive cost reduction initiatives, customer service levels and quality requirements across the enterprise, and perform other duties as assigned.

MAJOR ROLES AND RESPONSIBILITIES:

- Strategically sources commodities and services, using a variety of traditional and leading edge methods, to ensure an uninterrupted supply of goods and services across all Energy East Companies. Evaluates and selects suppliers based on their ability to maintain optimum customer service levels at costs in line with annual budgetary expectations.
- Leads cross-functional enterprise teams to drive procurement initiatives and bottom line performance. Centralizes the procurement function for all operating companies and solicit assistance from subject matter experts where required. Prevents and contains contract leakage to maximize strategic procurement results.
- Negotiates and awards multi-faceted, business-wide enterprise contracts to minimize operational, legal and financial risks.
- Maintains a thorough knowledge of specific commodities and up-to-date cost measurements. Tracks commodity and supplier performance using approved metrics. Analyzes trends and make corresponding decisions that contribute directly to the company's competitive position.
- Establishes and manages the corporate alliance agreements via the formulation of requests for proposals/quotations, bid analysis, and risk evaluations. Abides by internal procedures.

JOB REQUIREMENTS:

Skills/Abilities:

- Strong customer service orientation.
- Proven project management and work planning skills.
- Demonstrated oral and written communications skills. – Clear commercial focus (i.e., contract drafting and negotiation) and proven record of cost reduction.
- Knowledge of PC software applications, including Access & Excel, Lotus Notes

Experience/Training:

- 3 to 7 years of supply chain experience with a demonstrated knowledge of corporate-wide business processes and operations.
- Knowledge of: utility operations, procurement, materials management, MMRP, forecasting and financial analysis, SAP or other ERP/Purchasing system.

Certifications:

- C.P.M. or working toward achievement preferred.

Education and/or Experience:

- Associate's degree required. Bachelor's degree strongly preferred.

ABOUT UTILITY SHARED SERVICES & ENERGY EAST

Energy East Corporation, a Fortune 500 company, is a respected super regional energy services and delivery company that our customers can depend upon every day. We are a motivated and skilled team of professionals dedicated to creating shareholder value through our focus on profitable growth, operational excellence and strong customer partnerships. Learn more about our organization at <http://www.energyeast.com>. Energy East is an equal opportunity employer and encourages men and women, members of all racial and ethnic groups, individuals with disabilities and veterans to apply.

To apply for this position, please apply online at www.energyeastjobs.com. Search by job 2605 in Rochester, NY.