

**From the Desk of....**  
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[Commodity Manager – Indirect Services](#)  
[{Boston Location – Brand New Position}](#)

Global specialty chemicals manufacturer has this immediate need!

[Responsibilities](#)

- Work closely with internal customers (Department Leaders) in the areas of Marketing, Legal, Finance, HR, Facilities and other departments that require 3<sup>rd</sup> party services to identify needs and specify to vendors the technical and delivery parameters required;
- Select suppliers, conduct negotiation of large volume contracts and build solid relationships for assigned portfolio at local/regional/global levels and develop/implement purchasing policies/procedures, Supplier Quality and Risk Assessment Programs for Company's service portfolio;
- Ensure that all supplies of goods/services are provided in the most cost effective/efficient manner across Company by developing/implementing a purchasing strategy that incorporates contracts, purchasing tools, and supplier management techniques as appropriate;
- Partner with others to identify opportunities, aggregate and standardize goods/services to leverage purchasing power and optimize working capital. Develop strategy, select appropriate purchasing tools and validate users;
- Support “best practices” sharing information with global Purchasing and ensure interface/communication with inter-related Company groups. Ensure development/review of market intelligence for assigned portfolio;
- Assemble/participate/lead cross-functional user teams to identify internal requirements, promote functional need definition, and validate strategies;

- Review reports/trend analyses related to service specific spending and current status vs. goals. Recommend/implement changes to achieve cost reductions/efficiencies;
- Ensure compliance with Purchasing Ethics, Sarbanes-Oxley 404, ISO, and Corporate Standards/Values;
- Build/maintain positive business relationship with primary suppliers internal customers, while maintaining relationships with qualified back-up suppliers.

### Requirements

- BS in Business or Supply Chain, with 8+ years of indirect services commodity management experience, preferably from a large, global, multi-site organization. CPM desired;
- Strong understanding of contract language terms/conditions as well as contract design. Must also have a strong understanding of marketplace relating to services provided to Marketing, Legal, Finance, HR, Consulting, etc., as well as a solid understanding of business issues/financial principles;
- Requires solid PC proficiency and full understanding of purchasing and inventory systems and system interfaces with Finance, project, job costing, planning and forecasting. Experience with J.D Edwards is a plus;
- Requires effective verbal/written communication skills, with ability to articulate ideas convincingly and negotiate contracts/solutions to complex problems. Also requires ability to make effective presentations, address audiences at all levels and perform local travel of 5-10%;
- Requires strong problem-solving, decision-making and project management skills. Must be able to influence/cross train on methodology with team;

**Immediate Need!**

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