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## Supply RI Strategic Sourcing Program Coordinator

### Position Summary

The Strategic Sourcing Program Coordinator's principal responsibility is to serve as the hub for both internal and external SupplyRI operations. This role ensures smooth flow of documentation and information from suppliers to anchors, anchors to suppliers, and internally within the SupplyRI team.

### Responsibilities

- Provide real-time supply and anchor side feedback to request for supplier capacity building, concierge anchor requests for supplier lists, and tangibly growing supplier engagement.
- Provide overall programmatic support for workshops, matchmaking events, and public engagements.
- Manage Neoserra database, newsletter preparation, and website updates.
- Ensure data integrity and appropriate follow up within the SupplyRI Neoserra Database.
- Participate in other special projects as requested.

### Qualifications

- Highly proficient in Excel, with strong data mining and research ability.
- Knowledge of the Neoserra database platform (or equivalent CRM) is preferred.
- Ability to manage customer requests and route them to the appropriate cross-functional Teams.
- Ability to interact and present information in a clear and concise manner.
- Communication and project management skills.
- Interest in both external engagement and internal operations.
- Bachelor's Degree in management or related field is required.

To be considered, candidates must submit a cover letter along with a professional resume and salary requirements via email to:

**Rhode Island Commerce Corporation**  
[job.opportunities@commerceri.com](mailto:job.opportunities@commerceri.com)

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