



## 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. The incumbent manages supplier onboarding processes and ensures smooth flow of documentation and information from suppliers to anchors, anchors to suppliers, and internally within the SupplyRI team. The Coordinator will perform functions relative to SupplyRI, including but not limited to counseling clients on current procedures, acting as the main contact for clients, providing information about the SupplyRI program and suppliers' benefits, completing onboarding processes, and related functions.

### Essential Functions

- 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.
- Handle supplier onboarding cycle.
- Provide overall programmatic support for workshops, matchmaking events, and public engagements.
- Manage Neoserra database, newsletter preparation, and website updates.
- Track and report on SupplyRI metrics, ensuring data integrity and appropriate follow up within the SupplyRI Neoserra Database.
- Support other special projects as requested.

*The essential functions and duties listed above are intended only as illustration of the various types of work that may be performed. The specific omission of specific statements of duties does not preclude them from the position if work is similar, related, or a logical assignment to the position.*

### Key Competencies:

- **Intelligence**: The ability to acquire understanding and absorb information rapidly. A quick study.
- **Resourcefulness**: Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. Shows bias for action. A results-oriented "doer."
- **Written and Verbal Communications**: Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and diction.
- **Creativity**: Generates new approaches to problems or innovations to established best practices. Shows imagination.
- **Data Analysis**: Ability to clean, track, and structure data to tell the full story, find exciting spotlights, and unearth specific areas of needed focus.

### Qualifications:

- Highly proficient in Excel, with strong data mining and research ability.

- Bachelor's Degree in relation to Supply Chain Management, Business Management, or related field is required.
  - Using logic and reason to identify the strengths and weakness of alternative solutions, conclusions, or approaches to problems.
  - Knowledge of the Neoserra database platform (or equivalent CRM) is preferred.
  - Must have the ability to work under minimal supervision as well as the ability to work with and manage interns of the team.
  - Ability to manage one's time and processes with the ability to work in a fast-paced environment.
  - Ability to manage Anchors and Suppliers requests and route them to the appropriate cross-functional teams as needed.
  - Ability to interact and present information in a clear and concise manner.
  - Ability to communicate with diverse people and cultures.
  - Ability to work with all levels of the organization from the Executive Leadership to all colleagues while maintaining a professional attitude and willingness to work in a team-oriented environment.
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**To be considered for this position, candidates must submit a cover letter along with a professional resume via email to:**

**Rhode Island Commerce Corporation**

[job.opportunities@commerceri.com](mailto:job.opportunities@commerceri.com)

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