



Program Coordinator - Supply RI Strategic Sourcing

Statement of Duties:

The Strategic Sourcing Program Coordinator's principal responsibility is to serve as the hub for both internal and external SupplyRI operations. Manage supplier onboarding process, this role ensures smooth flow of documentation and information from suppliers to anchors, anchors to suppliers, and internally within the SupplyRI team. Perform all functions relative to same, including but not limited to counseling clients on current procedures, acting as the main contact for client, providing information about the SupplyRI program, suppliers benefits, completion of onboarding process, 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.
- Tracking/Reporting SupolyRI metrics, 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.
- 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.

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

- Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.
- The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.