

## **Job Description: Sourcing Manager: Market Data, Operations, Front Office**

The Sourcing Manager of the SG USA Sourcing Department supports the overall goals of the SG global Sourcing Department in Paris (ACHA/DIR) of reducing and controlling SG's cost structure and commercial and legal risks within the United States. The scope of responsibility is broad and may cover multiple commodity areas including, but not limited to, hardware, software, telecommunications, market data, non-IT products and services. The position requires a skilled, experienced professional with knowledge of banking and non-banking commodities, with excellent negotiation and contract drafting skills. Additionally, the individual is required to have strong communication and interpersonal skills.

### **Responsibilities of the Position:**

- Commodity specifics: Market Data, Operations, Front Office agreements, including software, market data subscriptions and services, connectivity and other related Front Office activities
- Reduce cost, increase quality, and improve service by reducing number of suppliers and consolidating purchasing power (supplier rationalization).
- Develop and supplier RFXs and analyze proposals within limited commodity group.
- Draft contractual terms with the assistance of the Legal department to ensure optimal contractual arrangements and best practices are achieved with may include responsibility for management of document templates
- Coordinate and participate in Global/Regional/Local contract negotiations which directly impact SG profit margins.
- Completes, stores and shares administrative documents and logistical contract signature duties related to specific commodity group.
- Assist in global implementation of sourcing policies and procedures
- Ensure that objectives of key company stakeholders/customers are met.
- Develop professional relationships with supplier and manage related activities (supplier management).
- Develop professional relationships with business owners and internal clients, managing related activities (customer management) and participating in monthly and as requested strategy meetings with internal clients.
- Develop supplier review program for commodity group working with internal clients
- Independently gather and analyze market/financial data from internal and external sources in order to effectively manage assigned commodity area (Benchmarking).
- Proactively seeks new/alternate sources of supply while establishing alliances and managing supplier relations.
- Preparation, distribution and presentation of documentation related to strategy or specific engagements to Sr. management
- Manage and/or provide expert guidance to other members of the Sourcing team

### **Requirements:**

- Commodity specific contract experience: Market Data, Operations, Front Office agreements,
- B.S. in Business, Information Technology or other related field required
- Substantial experience with supplier relationships and knowledge of the sourcing process.
- Proficiency in contract negotiations and drafting.
- Excellent analytical and strategic skills.
- Excellent oral and written communication skills (including presentation skills).
- Must be a self-starter and be able to operate independently in an aggressive environment.

Please email [\*\*Shawn Sterling\*\*](mailto:Shawn Sterling), [\*\*shawn.sterling@sgcib.com\*\*](mailto:shawn.sterling@sgcib.com) if interested.