

# JCPenney Position Description

**TITLE:** SOURCING SENIOR SPECIALIST - PROCUREMENT

**DEPARTMENT:** Procurement

**POSITION CODE:** 11821

**I. BASIC FUNCTION:**

Develops and executes sourcing strategies on assigned categories of indirect spend in support of Procurement's strategic initiatives.

**II. PRINCIPAL RESPONSIBILITIES:  
(No more than 8)**

1. Ensures accurate and timely delivery of cost competitive goods and services, as requested by internal business clients.
2. Manages contracts to ensure that all parties are in compliance with agreement.
3. Assesses and builds annual sourcing initiatives that provide detailed commodity strategies that identify objectives and leveraged spend.
4. Negotiates preferable costs and contract details with effectiveness and due diligence on behalf of the internal client and best interests of the Company by analyzing price proposals, financial reports and other data.
5. Manages communication, coordination and implementation of regional and national sourcing initiatives and contract negotiations to suppliers and internal clients.
6. Maintains a high level of knowledge of procurement industry and commodity/services of assigned group; understands industry standards and practices.
7. Develops and maintains effective working relationships within assigned team and the Procurement department to ensure team based approach is effective and productive.
8. Performs other management functions as assigned in support of procurement group projects.

**III. KEY RELATIONSHIPS:  
(No more than 4)**

1. Maintains significant interaction with internal clients throughout transaction requested.
2. Builds and maintains good working relationships with external parties in the procurement industry and supplier base.
3. Maintains relationship with Legal, Risk Management, Controllers and Finance to ensure all contractual terms and conditions comply with standard or other contract changes.
4. Coordinates with management in other departments in dealing with projects of a broad nature.

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<b>IV. REPORTS TO:</b>	As Assigned: Procurement Director (#11817) Sourcing Sr Manager – Procurement (#11818)	Sourcing Manager-Procurement (#11819)
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<b>V. SUPERVISES:</b>	N/A
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<b>VI. SCOPE DATA: (2010)</b>	<b>Human Resources:</b> Supervises N/A	<b>Operating Budget:</b> \$ N/A
	<b>Total Payroll:</b> \$ N/A	<b>Sales:</b> \$ N/A
	<b>Other Relevant Data:</b> Has direct impact on the procurement of up to \$30MM in non-resale goods and services.	

<b>VII. KNOWLEDGE AND SKILLS:</b>	<b>Education:</b> Bachelor's degree in Business, Purchasing and/ or Supply Chain highly desired. MBA and/or Certification in Procurement (CPM) preferred.
	<b>Experience:</b> Minimum 3 years' strategic sourcing experience in manufacturing, retail or financial services preferred. Ability to perform in a highly collaborative matrixed organization.

**Core Competencies:** Drive for results, adaptability, customer focus, decision-making, communication, organizing work, building relationships

**Positional Competencies** 6 Sigma Greenbelt (or other process improvement certification) preferred. Strong financial and analytical skills; knowledge of sourcing process, supplier risk management, contracts; data and market analysis and negotiations

<b>VIII. KEY CHALLENGES: (If job has changed key new challenges)</b>	<ol style="list-style-type: none"> <li>1. Communicating effectively with suppliers without compromising the contracting and negotiation efforts of the procurement agents.</li> <li>2. Resolving delivery and quality problems to Company benefit without negatively impacting supplier relationship.</li> <li>3. Building a very broad knowledge of industry suppliers and costing data.</li> <li>4. Assisting assigned group to highest levels of productivity through project support.</li> </ol>
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<b>IX. RECOMMENDATIONS: (No more than 4)</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Establishment of preferred suppliers, and candidates for same.</li> <li>2. Alternate suppliers that could provide better costing or quality.</li> </ol> </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>3. Methods of meeting client objectives more effectively.</li> <li>4. Synergy opportunities among group associates and within the department.</li> </ol> </td> </tr> </table>	<ol style="list-style-type: none"> <li>1. Establishment of preferred suppliers, and candidates for same.</li> <li>2. Alternate suppliers that could provide better costing or quality.</li> </ol>	<ol style="list-style-type: none"> <li>3. Methods of meeting client objectives more effectively.</li> <li>4. Synergy opportunities among group associates and within the department.</li> </ol>
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<b>X. DECISION-MAKING: (No more than 4)</b>	<ul style="list-style-type: none"> <li>• Within predetermined parameters.</li> </ul>
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APPROVALS:

_____	_____	_____
Department	Date	Date
	Talent Management	Compensation
	Date	Date

Interested students should contact Thamara Liyanage [thamara.liyanage@gmail.com](mailto:thamara.liyanage@gmail.com). Feel free to mention that you are taking the Supply Chain Management course. It certainly helps if you are also taking the Sourcing and Procurement course. Good luck.  
- Metin