

## Posted on NAPM-NY.org

Position: Jr. Buyer/Procurement Specialist (long term contract role)

Location: New York, NY

Contact: robyn.gold@princetoninformation.com

Top tier investment bank is looking for Sourcing/Procurement Support Consultant to join the team due to growth and opportunity.

### DESCRIPTION:

The Small Deal Sourcing function within Firmwide Sourcing negotiates contractual obligations for small software and hardware purchases, as well as associated task orders and maintenance renewals. Additionally Small Deal Sourcing reviews contractual terms for approval of incoming software requests and invoices.

This resource will provide process support and handle some of the one-off requests associated with the Legal Addendum Process (Addendums / Risk Memo) and basic boilerplates (Trial Schedules, etc).

The resource will assist with required forms for Ariba submissions, looking up MERs, follow ups with vendors / clients for contracts not on file, and general monitoring of request status.

### PRINCIPAL FUNCTIONS:

- Negotiate contracts for small/low risk hardware / software contracts under \$50K.
  - o SLAs, NDAs, Trial Agreements, Schedules, Task Orders, Addendums, Amendments
  - o Maintenance renewals, renegotiations, co-terms
    - Interact with clients to define business requirements and timelines.
    - Draft/propose agreements using MS standard templates / contract language.
    - Work with Legal to negotiate any deviations from standard.
    - Initiate Risk Assessments of new vendors as appropriate.
- Software Approvals
  - Look up contracts for software requests and invoices.
  - Validate terms of invoices against contracts.
  - Confirm security and funding approvals when required.
  - Work with Outside counsel to negotiate Addendums or provide Risk Memo.
  - Assist with obtaining quotes/pricing from vendors and following up with other parts of the procurement chain.
  - Monitor lifecycle of request and communicate to all interested parties in a timely manner.

### QUALIFICATIONS:

- 5 – 7 Years experience in non-IT Contract Negotiations
- Prior Junior Buyer

- Strong interpersonal skills and the ability to interact with all levels of management are required.
- Candidate must be proactive and show initiative to learn new things, suggest alternative process improvements, and identify problems and potential solutions. Basic understanding of technology concepts and terminology.
- Good command of MS Office, excellent organizational skills and ability to prioritize.

Desirable

- Business Management experience is a plus.