



The Account Executive, Sourcing is responsible for customer service and product delivery through constant liaison with our client facing project team and our suppliers on all day-to-day matters relating to print and campaign management services.

The primary focus of this role will be to deliver exceptional customer service. All order questions or requests will be processed in a responsive manner, to meet or exceed account SLAs as applicable, and clients will be updated regularly on the progress of their request or work status.

The Account Executive, Sourcing will, in conjunction with the central procurement team, select the most appropriate supplier in conjunction with our strategic sourcing strategy, request pricing for new items or projects and ensure that internal procedures are always followed.

JOB QUALIFICATIONS

- Bachelor's Degree. A combination of education and work experience can be substituted.
- 2+ years previous experience in a similar print procurement or print management environment
- Experience in managing a budget and achieving targets
- Experience negotiating pricing
- Committed, resilient and prepared to work extra hours as required
- Experience of working in an environment where priorities are constantly changing. Can manage change, and keep a clear perspective of end goals
- Team worker, with positive outlook who can inspire and motivates peers
- Focus on project management, timely delivery and achievement of Key Performance Indicators
- Intermediate skill level with MS Office – Microsoft Excel preferred
- Organized with excellent attention to detail



JOB DUTIES

(* denotes essential function)

- *Full understanding of print, gift with purchase & packaging print process, advising on most suitable processes and suppliers for all print jobs
- *Advise on economic formats, work with account team, clients and vendors to derive cost effective and fit for print projects
- *Project relevant negotiations as and where needed
- *Manage day to day procurement of print, delivering on time, to specification, to quality and to contractual targets
- *Requesting information from our Clients and suppliers, formulating innovation project guidelines
- *Produce detailed print specifications to suppliers
- *Maintain tracking of KPI's and data pertaining to all projects in monthly/quarterly reporting
- *Adhere to defined ordering authorization and billing process
- *Develop a good understanding of the client's business and industry sector
- *Build relationships with clients and manage their perceptions and expectations
- *Develop strong relationships with suppliers
- *Resolve client/supplier issues, escalate where appropriate
- *Implement and use best practice principles

Send resumes to: Leah Wilson leah.wilson@tagworldwide.com

<http://www.tagww.com/>