

Title: **Senior Analyst-Transportation Procurement**
Organization: **Group Functions-Vehicle Logistics**
Date: **01/14/08**
Location: **Herndon, VA**

Role Summary

As part of the transportation team is responsible for purchasing logistics services for parts and vehicles. Responsible for monitoring vendor performance and periodically reviews vendors for compliance to contract terms. Will analyze shipping trends and operational activities to ensure that the planning tools and bid documents accurately reflect the current operations.

Role Responsibilities

- Review the distribution pattern of vehicles and parts in the U.S. and Canada to optimize the flow meeting service, quality and cost objectives.
- Observe and analyze the North American transportation market as a basis for a transparent and competitive procurement process. Plan transport concepts on this basis.
- Assist operational units as needed in development of clear and measurable requirements for the bid scope documents. Learn and comprehend overview of operations and systems processes to be bid out.
- Coordinate the bid activities in connection with logistics and transportation related services (including port, truck and rail services) for vehicles and parts, U.S. and Canada. This activity includes establishing a bid process, scheduling activities to perform this process within the desired timing, compiles documents detailing data to allow the orderly dissemination of bids, sending out the bid letter, negotiating with service providers and participating in the selection process.

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Role Description

- Analyze the bid results including cost and service standard metrics, vendor performance capabilities and other strategic initiative inputs. Participate in the process to arrive at the recommended candidate including negotiations, target setting, additional clarification, final offers and analysis of service provider capabilities.
- Provide input on procurement activities for the CSC process and coordinate the submission of bids.
- Participate in transportation benchmarking projects and network optimization studies.
- Provide cost analysis, forecasts and ad hoc reports.
- Support the Balanced Scorecard process to monitor carrier performance on key variables: tariffs and costs, transit times, quality measures and data integrity.
- Represent Vehicle Logistics in Brand Vehicle Launch meetings to establish the launch plan, timeline and capacity requirements.
- Forecast volumes and required capacities for operational units.
- Participate as needed in industry committees groups.
- Assist in the development of annual transportation budgeting and forecasting tools.

Required Responsibilities

Years of experience

3-5 years

Basic Skills

- Analytical and conceptual thinking – using logic and reason, creative and strategic
- Communication skills – interpersonal, presentation and written
- Computer savvy – skilled in the use of software
- Integration – joining people, processes or systems
- Influencing and negotiation skills
- Problem solving
- Resource management

Formal Education

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Role Description

- Required: Bachelor Degree in related field
- Desired: Masters Degree in related field

Desired Qualifications

Specialized skills, knowledge or certifications unique to this role

- Experience in purchasing transportation and logistics services
- Intermediate to advanced Excel and/or data warehouse reporting tools
- German and/or Spanish language skills

Contact Information:

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