

## ▶ MISSION

Honoring lives and enriching caregivers.

## ▶ VISION

Provider of choice for creating meaningful experiences.

## ▶ CORE VALUES

### COMMITMENT TO CUSTOMERS

We **treat all with care and empathy**, support our **communities**, and value our **relationships**.

### QUALITY

We provide **exceptional service** and **outstanding products** that together, **deliver premium value**.

### INTEGRITY & RESPECT

We **honor our commitments** and treat customers, partners, and each other with **dignity**.

### COURAGE & COMPASSION

We have the **strength** to **do what is right** for our customer, the business, and one another.

### EXCELLENCE IN EXECUTION

We are **accountable for our actions**, always **strive for excellence**, and **deliver positive results**.

### CONTINUOUS IMPROVEMENT

We have a spirit of **learning & development** to **foster innovation** and an **on-going pursuit of excellence**.

# VERTIN

## POSITION PROFILE:

# Sourcing Coordinator

Edina, MN or Breckenridge, MN

This position is responsible for performing strategic data analysis and administrative tasks for the Strategic Asset Services department. This role assists with vendor relationships, purchasing processes, and cost savings initiatives by analyzing the data to ensure good business decisions are made. This position works closely with new and established vendors, funeral directors, location managers, project management team, Operations department, and the Director of Strategic Asset Services.

## TO APPLY:

If you are interested in bringing your talents to our team, please email your cover letter and resume to [careers@vertin.com](mailto:careers@vertin.com).

## VERTIN HISTORY AND TODAY

From the first Vertin Company funeral conducted in 1904, providing professional, first-class funeral service has been our priority and creating meaningful experiences for families has been our passion. We have a long history of stability and financial security as a privately held funeral business. With locations spanning the Midwest, we are a diverse group of over 500 individuals inspired by a shared commitment to making a difference in people's lives.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- ◆ Work with service providers and obtain preferential pricing to maximize profitability
- ◆ Review service pricing by market area and work toward consolidating spend for all services
- ◆ Assist in reporting quarterly cost reviews
- ◆ Review Operations pricing and work across departments to report regularly
- ◆ Ensure monthly reviews of expiring service contracts; identify and recommend actions
- ◆ Maintain general vendor communications and relationship management
- ◆ Assist with major procurement/RFP activities
- ◆ Verify current services and costs; recommend actions for cost savings
- ◆ Assist project management team with RFI/RFQ; compare and recommend course of action
- ◆ Build and maintain positive relationships with vendors through efficient, timely communications
- ◆ Assist with department financial analysis and reporting
- ◆ Focus on strategic supply and service partners, driving ongoing cost reductions
- ◆ Other duties as assigned by Director of Strategic Asset Services

## EDUCATION, EXPERIENCE, CERTIFICATIONS

Associate's/Bachelor's degree in a related field, or equivalent experience in procurement, sourcing, financial analysis, vendor relations etc., and 2+ years of relevant work experience.

## SKILLS, QUALIFICATIONS, ABILITIES

*The individual must possess these skills and abilities or explain and demonstrate that he or she can perform the essential functions, with or without reasonable accommodation, using some combination of skills and abilities.*

- ◆ Highly proficient in Microsoft Office—emphasis in Excel
- ◆ Excellent written and verbal communication skills
- ◆ Comfortable working in a collaborative environment
- ◆ Advanced interpersonal and critical thinking skills
- ◆ Strong attention to detail
- ◆ Highly organized
- ◆ Database knowledge and experience