



Strategic Sourcing Analyst / Financial Analyst

The Company: Advantage Sales and Marketing, LLC (ASM) is one of North America's leading sales and marketing agencies specializing in outsourced sales, merchandising, category management and marketing services to manufacturers, suppliers and producers of food products and consumer packaged goods. ASM services a variety of trade channels including grocery, mass merchandise, specialty, convenience, drug, dollar, club, hardware, consumer electronics and home centers. We bridge the gap between manufacturers and retailers, providing consumers access to the best products available in the marketplace today.

The Position:

The Strategic Sourcing (Auto Program) Analyst/Administrator is responsible for analyzing the company's \$43 million auto reimbursement expense and recommending, implementing, and leading strategic initiatives to reduce our company's auto program costs. This position will be responsible for interacting with all levels of the company's organizational structure; including retail, sales, finance, accounting, payroll, and human resource personnel in managing one of the company's largest expenses. The Auto Program Analyst/Administrator will also work with outside vendors and oversee the work of our third party outsourced personnel in ensuring that all necessary duties are completed.

Job Responsibilities:

- Continually analyze the company's \$43 million in auto reimbursement spend to recommend and implement strategic cost reduction initiatives nationally across all company divisions. Analyze data and report on progress ensuring all targeted savings initiatives are met.
- Interpret, uphold, and implement changes to the company's national auto reimbursement program, motor vehicle record program, and driver safety program policies. Serve as the national point of contact for questions pertaining to these policies.
- On a monthly basis, ensure the company is in compliance with IRS Publication 15 by analyzing and determining the amount of auto reimbursement which must be processed as taxable income according to IRS guidelines and submit to payroll for processing.
- Oversee the company's outsourced fuel card database by reviewing and auditing the work of our outside vendors and third party personnel.
- On an annual basis, request and review the motor vehicle record reports of all active associates driving on behalf of the company and determine the associates out of compliance with ASM's safe driver program. Work with Human Resources to establish driver safety training or termination of employment as necessary according to policy. Participate in unemployment hearings as necessary.
- Schedule and coordinate payment of the company's fuel reimbursements.

- Schedule and coordinate payment of the company's semi-monthly fuel card invoice and other auto program related invoices

Experience:

- Intermediate Microsoft Excel Experience preferred (1-2 years)
- Previous Customer Service Experience preferred (1-2 years)
- Microsoft Office Experience preferred (1-2 years)

Required Skills:

- Ability to analyze data and make recommendations
- Development of reports and recommendations
- Ability to learn quickly
- Self-directed and motivated
- Ability to effectively communicate with others
- Strong attention to detail
- Excellent organizational and time management skills

Education:

- **Bachelors Degree**

Laurie Henderson, Talent Acquisition Partner

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Principals only please

Advantage Sales and Marketing, LLC is an Equal Opportunity Employer and values workplace diversity.