RED OAK SOURCING
VALUE. VISION. INNOVATION.

2 Hampshire Street, Suite 200
Foxborough, MA 02035
508-216-1000
www.redoaksourcing.com

Red Oak is a joint venture between two Fortune 20 leading healthcare companies, CVS Health and Cardinal Health, responsible for securing generic pharmaceuticals for both organizations. Pharmaceutical Sourcing team is comprised of industry experts, strategists, and entrepreneurial thinkers who apply innovative strategies to bring generic pharmaceuticals to market more efficiently.

Enjoy the best of both worlds with our hybrid schedule! Work from the comfort of home on Mondays and Fridays and join the team in our welcoming office space on Tuesdays, Wednesdays, and Thursdays for collaboration and connection.

Position Summary:

The Analyst, Strategic Pharmaceutical Sourcing, will be analytical, organized, and personable and have the confidence to work with internal stakeholders and supplier partners to support and facilitate the portfolio management of one of the largest generic pharmaceutical purchasing programs in the United States. This individual will be responsible for contract administration (including reviews, corrections, and processing) and demand forecasting. The successful candidate will combine strong professional skills (e.g., analytical, organizational, and communication), attention to detail, the ability to manage multiple, time-sensitive deliverables, and a comfortability with building relationships, both cross-functionally within Red Oak and externally. In order to ensure the effective management of supplier contracts and demand forecasting, the Sourcing Analyst will also need to develop a strong working knowledge of the generic pharmaceutical industry and Red Oak Sourcing's procurement program.

Primary Responsibilities:

- Contract Management
  - Review, correct, and process all new contracts for Red Oak Sourcing
  - Process edits and adjustments to existing contracts
  - Utilize workflow management tools to ensure timely and accurate contract (and contract change) processing
  - Establish strong communication and feedback loops with internal contract owners and supplier partners to achieve alignment and meet deadlines
- Forecast Planning
  - Generate product-specific forecasts using historical data and incorporating other quantitative and qualitative factors
  - Manage a significant queue of usage (i.e., product volume) requests from supplier partners, prioritizing deliverables based on business need and ensuring timely delivery
  - Drive improvements and efficiencies with existing reporting tools and templates to efficiently manage the forecasting workflow, with an emphasis on tracking and reporting

Qualifications:

- Bachelor's Degree, preferably in a quantitative or technical field (e.g., business, supply chain, economics, finance)
- Ability to prioritize and deliver on multiple concurrent initiatives with significant business impact
- Ability to work in a fast-paced environment and manage multiple deliverables while maintaining attention to detail
- Excellent verbal and written communication skills, with the ability to build long-term relationships with internal stakeholders (including cross-functional) and supplier partners
- Results-driven with an ability to perform in a fast-paced yet collaborative environment
- Strong analytical and financial acumen, with an aptitude for learning new subject matter (e.g., generic

2 Hampshire Street, Suite 200
Foxborough, MA 02035
508-216-1000
www.redoaksourcing.com

pharmaceuticals)
- Confident, results-oriented mindset with a sense of urgency
- Exhibits curiosity, critical thinking, and a continuous-improvement mindset
- Strong proficiency in Microsoft Office (Outlook, Excel, and PowerPoint)
- Basic coding skills (e.g., Python, Java, etc.) and a familiarity with customer relationship management software and business-functional AI tools are a plus, but not required

The typical pay range for this role is: $56,000.00 - $67,000.00

This pay range represents the base hourly rate or base annual full-time salary for all positions in the job grade within which this position falls. The actual base salary offered will depend on a variety of factors including experience, education, geography and other relevant factors. This position is eligible for a Red Oak bonus in addition to the base pay range listed above.

Employment Eligibility:
Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.