

The Estee Lauder Companies
Raw Material Analyst
Position Location: Melville, NY

KEY RESPONSIBILITIES:

- Lead all phases of the raw material coding process and provide monthly updates.
- Contact raw material suppliers to obtain all technical data required in the Estee Lauder coding packet.
- Manages raw material dossiers submitted by suppliers for corporate compliance.
- Route all technical data for review to EL's technical team.
- Train suppliers and outside vendors (OSV) for all additional technical information.
- Head meetings with raw material suppliers to educate and facilitate the raw material coding process for new, replacement materials or to resolve ongoing raw material coding issues.
- Independent ability to identify a problem, seek out a resolution and implement a corrective action.
- Global travel expected to our top vendors to explain EL's corporate processes and procedures.
- Keep current with industry trends and requirements in our ever changing regulatory environment.
- Manage and analyze large amounts of raw material coding data using excel spreadsheets and RDS reports.
- Develop an intimate working knowledge of corporate compliance as described in the Estee Lauder coding packet. As well as apply this knowledge to specific raw material requirements.
- Initiate and follow up with suppliers to provide documentation to maintain their raw material certification and compliance status.

Qualifications:

- Minimum Bachelor's in Business or Science preferred.
- Expertise in industry best practices.
- Minimum of 6-8 years' experience required in a related field required.
- Strong customer service skills with an emphasis on the ability to develop positive internal and external professional relationships.
- Exceptional project management skills must include time management and the ability to organize and prioritize all tasks and projects assigned.
- Proven ability to work with minimal supervision.
- Maintains full understanding of business processes.
- Excellent communication and multi-tasking skills.
- Travel expected 10% of the time.
- Knowledge of Windows, including Excel, Outlook and Word programs, & RDS.

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Talent Acquisition
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