

ERIC R. HOPKINS

Professional Summary

Experienced indirect sourcing professional with 8 years of experience in contract negotiations, contract drafting, procure-to-pay (P2P) implementation, contract lifecycle management (CLM) implementation, and vendor management. Proven track record of optimizing procurement and legal processes to drive bottom line savings and efficiency gains. Seeking a challenging role as a procurement/purchasing leader to leverage skills in executing cost savings strategies, exploring modern technologies, and implementing creative solutions.

Skills

- Contract Negotiation
- Procurement Strategy
- Legal Operations
- Vendor Management
- Process Improvement
- Contract Drafting
- Spend Analysis
- Procure-to-Pay
- Project Management
- Risk Mitigation

Work History

Senior Contracts Manager PetSmart LLC

10/2022 – PRESENT

- *Drafted and negotiated over 400 contracts per year* - negotiated complex legal and business terms in partnership with Procurement and other cross-functional partners to mitigate risk and drive value to the business.
- *Resolved high-stakes contract disputes up to \$1M* - developed underlying dispute strategy, drafted communication, and reached agreements with vendors.
- *Led Contract Lifecycle Management (CLM) software evaluation* - identified potential vendors, created selection criteria, and presented options to senior leadership.
- *Improved contract operations processes* – implemented automated signature reminders to mitigate risk of unfiled contracts, removed review requirements for low-risk contracts to create efficiencies, and streamlined approval processes to minimize delay in processing.
- *Developed reporting dashboards* – analyzed data and presented new insights on GNFR Contracts team’s efficiencies and attainable opportunities for improvements.

Procurement Category Manager; Sr. Category Manager PetSmart LLC

08/2017 – 10/2022

- *Supported Store Ops/Services, Real Estate, Proprietary Brands/Global Sourcing, HR, and Finance* – category manager responsible for leading all sourcing activities for multiple categories across the business.
- *Evaluated GNFR supplies need* – managed all vendor relationships, in-store execution, and strategy regarding assortment selection for GNFR supply items as GNFR supplies buyer.

- *Developed and administered Corporate Travel program* – created Corporate Travel strategy, negotiated all travel-related contracts, owned all relationships with travel vendors, analyzed the company’s travel program to identify opportunities, and performed systems administrator tasks to ensure a consistent experience amongst all travelers.
- *Managed 2021 Procurement intern* – managed high-performing Procurement intern, leading the interview/selection process and developing new talent.
- *Led all COVID sourcing activities* – responded to volatile macro and market-specific conditions to ensure continuity within the company’s supply chain and compliance with emerging new requirements, devising creative solutions to unique challenges.
- *Developed new Procurement functions* - created new team category to support Proprietary Brands team; partnered with Global Sourcing team to stand up direct import process for store supply items.

Procurement Analyst

12/2016 – 08/2017

PetSmart LLC

- *Streamlined vendor maintenance process* – reduced workload from 1 FTE to less than 20 hours per week through process automation and removal of unnecessary steps.
- *Supported GNFR supplies buyer* – managed new SKU setup process, vendor onboarding and SKU obsolescence, and triaged issues reported by field associates.
- *Created reporting for store use supplies* – merged data from SAP and in-house purchasing software into easily actionable information.
- *Developed new systems in SharePoint* - learned skills necessary to design, test and execute new Expenditure Committee and Contract Review processes in SharePoint.

Supply Chain Analyst

04/2016 – 12/2016

Centuri Construction Group

- *Implemented Coupa procure-to-pay system* - enabled and trained vendors and internal users, performed all system tasks including user management, cXML integration, and quality assurance, and educated field managers on cost savings opportunities.
- *Managed vendor relationships* – central point of contact for all national supply vendors servicing 23 regional offices, increasing preferred vendor usage.

Director of Client Services

08/2015 – 04/2016

Centuri Construction Group

- *Managed team of six developers* – delegated all tasks necessary to design, code, launch and maintain websites.
- *Led all sales activities* – created and delivered project proposals to clients that outlined scope, cost and timeline for completion; converted project-based customers to recurring revenue streams in the form of monthly maintenance retainers or SEO campaigns.
- *Oversaw all projects* – communicated progress to clients, relayed necessary revisions to developers, and reduced average project timeline by 50% through development of strong internal relationships and researching project scope prior to kickoff.

Education

Bachelor of Science, Supply Chain Management
Arizona State University, W.P. Carey School of Business

08/2007 – 05/2012