

Vendor Relationship Manager Cover Letter

281 Nettie Orchard East Franklyntown, AZ 89582

Dear Charlie Roob,

I would like to submit my application for the vendor relationship manager opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for day to day financial management and analytics to support respective finance business partners support their business stakeholders with overheads management in all areas of the business.

Please consider my experience and qualifications for this position:

- Training in leadership skills, supervisory skills, and management skills
- Pharmaceutical business experience
- Project management and contract negotiation experience
- Oversees and drives team performance and productivity
- Assists in the formulation and execution of vendor management strategies to optimize cost and performance, and build strong supplier partnerships
- Ensures team priorities are consistent with the overall vendor management strategy and ensures timely completion of projects and deliverables
- Makes key team business decisions related to budgeting and reconciliation of forecast to actual expense, invoice and contract approvals, and dispute resolution
- Performs routine people management functions, including but not limited to employee selection, team building, project/workload assignment, employee training, monitoring of work activity, and pay management decisions

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Justice Stroman