Our growing company is searching for experienced candidates for the position of vendor relationship manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for vendor relationship manager

- Ensure ongoing dialogue and communication with the vendors through regular meetings, emails, telephone calls and formal vendor communications and notifications
- Partner with CCSo TPO execution team on all vendor on-boarding and disengagement tasks
- Manage vendor set-up, renewals and invoicing/payment on SPARC/ePurchase
- Assists the organization in the application of vendor selection criteria processes
- Works with legal and organization management to drive contractual or legal agreements through negotiation to final execution
- Instructs Company staff regarding the selection of vendors by project
- Provides study specific consultation and support with regards to local vendor performance metrics and expectations including quality issue identification
- Reviews and authorizes Quality and/or Technical Agreements between the Company and the vendor as required
- Identifies more strategic use of vendors, improved efficiencies and cost savings
- Responsible for end to end management of the assigned category

Qualifications for vendor relationship manager

- Should have previously been involved in creating SOW/Contracts/Workorders
- Must have the ability to understand and recommend SLAs, KPIs and contractual commitments with financial implications
- Must have previously been involved in some capacity in Estimation, Sizing, Forecasting and Invoicing Process
- Should worked in an environment consisting of FTEs and Contractors in an Onshore/Offshore setup
- Must have the ability to create dashboards, custom reports, trackers, governance reports at short notice, monitor/report on SLA/KPI compliances