



Example of Vendor Relationship Manager Job Description

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Our company is growing rapidly and is looking for a vendor relationship manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for vendor relationship manager

- Monitors vendor performance in accordance with contract and established performance measurements
- Assist in establishing master agreements (blanket contracts) and support special projects complex sourcing initiatives
- Manage assigned suppliers and provide oversight and governance of associated purchases
- Responsible for developing and delivering on the Outsourcing and Key Performance Indicators of operating plans/goals across vendors, all ANOW's Clients and multiple processes
- Collaborates with all segments of leadership responsible for process design and development, process monitoring, and policy and procedure development
- Participates in the preparation of the annual budget (both operating and capital) and implements the approved budget goals
- Optimizes existing service delivery and technology to exceed operating goals including Customer Experience, Cash performance and overall efficiency
- Responsible for leadership of new business implementations including existing transitions and future implementations
- Vendor Relationship Managers must be good team players, working closely with colleagues across the organization in operations, quality, training, finance, procurement, to understand and meet the requirements and expectations of the business

Qualifications for vendor relationship manager

- Moderate experience in related global and Regional clinical vendor service area and project management
- Ability to perform several tasks simultaneously in a dynamic environment in order to meet deadlines is essential
- Works with vendors to and IT portfolio managers to understand where vendor technology is being considered to ensure strategic vendors are obtaining access to key portfolio awards
- Knowledge and experience in vendor relationship management
- Experience in working effectively in teams – requires a track record of working cross-organizationally and with multiple stakeholders at varying levels
- Demonstrated relationship building and negotiation skills, with an ability to make things happen through the use of positive influence