



Example of Vendor Relationship Manager Job Description

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Our innovative and growing company is looking for a vendor relationship manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for vendor relationship manager

- Identifies and tracks all vendor risks to ensure they have mitigated risks outlined properly or have a plan to mitigate said risks
- Monitors performance, issues and financial changes within the vendor organization
- Facilitates and promotes vendor management awareness and training for lines of business
- Reviews and provides required contract terms in all agreements
- Assist in vendor review, comparison and selection, and identify if existing services are being duplicated
- Business Banking, Controls, Legal, Compliance, TPO and Supplier Assurance Services (SAS) teams in order to ensure the appropriate level of oversight is in place and the vendors are meeting business and contractual requirements
- Help identify new vendors
- Manage data integrity within our systems as it relates to vendor performance
- Manage daily reports for visibility into vendor performance trends
- Manage and strengthen Vehicle Remarketing relationships with manufacturer client

Qualifications for vendor relationship manager

- Experience with data analysis tools, industry data sources, Microsoft Office tools and applicable business software

- Provide oversight of vendors across Global Development
- Serve as relationship lead for vendors across Global Development, including acting as the primary point of contact for escalation of operational issues for vendors across Global Development
- Ensure appropriate oversight documentation is developed, maintained, updated and accessible
- Liaise with Procurement, Clinical Outsourcing