



# Example of Vendor Relationship Manager Job Description

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Our growing company 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

- Develop and deliver program updates and reporting for executives internally and at private label manufacturer-partners
- Own data analytics to support the development of key initiatives
- Assess risk, legal and compliance impacts to operational changes required to support new initiatives
- Train and support sales (Dealer Relationship Managers) in delivering new programs to dealers
- Evaluate sales channel distribution programs against competitive offerings
- Determine best practices for measurement and reporting and work with internal LOB's to execute on report buildouts
- Partner across functions
- Collaborate with auction field teams to execute on defined strategies as it relates to the physical auction
- The candidate should be able to develop deep, strategic relationships with telco vendors
- Use of strategic relationships to drive delivery for the benefit of the company

## Qualifications for vendor relationship manager

- Excellent written and verbal communication skills, collaborative, creative, highly responsive to clients and attentive to detail, operational follow-through, able to work in a team environment, sometimes under tight

- Experience in investment management and/or technology services industry with focus on operational and relationship management functions
- Experience managing vendors within Information Technology business unit required
- Must be a U.S. Citizen and be willing and able to obtain a TS/SCI security clearance with a CI Polygraph
- Requires 5 years of experience in a Geographical/Geospatial/Systems Engineering or Development environment
- Excellent verbal, written and presentation skills to communicate with multiple types of vendor stakeholders