Downloaded from <https://www.velvetjobs.com/job-descriptions/manager-vendor-manager>

# Example of Manager, Vendor Manager Job Description

Our company is growing rapidly and is looking to fill the role of manager, vendor manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager, vendor manager

* Drive and achieve revenue goal by planning marketing strategies and tactics follow up analysis to measure effectiveness
* Develop and execute the marketing business plan
* Design and execute on marketing programs to the internal sales channel
* Coordinate dialogue amongst and schedule appropriate meetings with all internal business owners impacted by critical vendor relationship
* Organize periodic meetings between internal business owners and vendors
* Conduct onsite visits and prepare summary of observations
* Ensure all contracts (Addenda or Statements of Work, for example) that become part of the Master Agreement are fully reviewed and receive appropriate signatures
* Obtain Service Level Agreements (SLA) from vendors and ensure they are appropriately reviewed by internal stakeholders
* If an SLA is missed, ensure credit to the Bank is received
* Take ownership of issue escalation and issue resolution through root cause analysis and preventative actions

## Qualifications for manager, vendor manager

* Prior experience working with MDM or FITS preferred
* Manage multiple strategic vendor relationships spanning across different service areas, and varying in complexity as assigned
* Facilitate management of enterprise vendor(s) as assigned
* Works closely and effectively with assigned business partners to ensure their requirements are met
* Accountable for the quality of advice and support provided to the business and achievement of the lines of business overall objectives in relation to the vendor
* Manages portfolio of vendors (includes enterprise vendors as assigned) with moderate to high regulatory requirements