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# Example of Outsourcing Manager Job Description

Our growing company is looking for an outsourcing manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for outsourcing manager

* Review and amend contracts as directed
* Manage outsourced deliverables and services for QA & localization, Europe
* Participate in the external partners’ evaluation and selection process
* Acts as contact point between internal and external teams for outsourced projects
* Identify, track, manage, and resolve issues
* Design and analyze KPIs in line with outsourcing strategy in order to drive continuous improvement
* Ensure all clients within LOBs and Entities are given good service, will ensure all inquiries and requests are handled timely and accurately
* Perform analysis of business processes, performance audits and internal controls to identify risks
* Document concepts of operations and recommended cost/accounting improvements
* Provide suggestions to management, clients and upper Management

## Qualifications for outsourcing manager

* Work closely with region head and local president
* Help streamline the accounting function
* Assist in implementation projects
* 10-15 total years of experience in accounting and business planning/analysis
* USCPA, MBA
* A minimum of 3 years’ work experience with proven record of successful vendor and project management in software industry