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# Example of Partner Relations Job Description

Our innovative and growing company is hiring for a partner relations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for partner relations

* Administers human resource policies and procedures that pertain to employee relations
* Partners with Global Procurement on contract negotiations and vendor management
* Partners with Global TA Functional/Regionals leads to find the right balance of external resources based on the model design
* Manages the RPOs as integrated extensions of BMS’ Talent Acquisition team
* Develops and manages the RPO contracts (SLAs / KPIs reviews)
* Identify opportunities for improvement and manage scope additions to the contract
* Continuous Improvement in existing relationships to ensure long term success of relationships and delivery
* Ensures vendors act in compliance and according to BMS’ values
* Track spending against budget
* Track and maintain a repository for all store support

## Qualifications for partner relations

* Must be able to communicate effectively and professionally with all outside partners, all areas of the Company and all levels of management
* Strong corporate research skill set
* Proven ability to work cross-functionally across an organization
* Candidates must display the ability to develop a thorough understanding of the Company products, offerings and strategies
* A love for films is not required, but strongly desired!
* Candidates with a track record of success will be prioritized