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# Example of Supplier Relationship Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of supplier relationship manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for supplier relationship manager

* Identify and drive opportunities to reduce supplier costs providing improved value and performance to Agilent and our customers
* Develop and manage pass-through pricing
* Program management of supplier related programs
* Partner and interface with Agilent Global Sourcing
* Negotiation of non-purchasing agreements with suppliers (NDA, cooperation / co-innovation agreements )
* On a rotational schedule, perform supplier operational audits focusing upon areas determined by team consensus
* Manage Supplier Relationship and Development (LLP/3PLs)
* Acts as Business Advisor to internal customers
* To establish and track performance against KPI’s for safety, quality, customer service, cycle time, inventory and financial targets
* To monitors vendor performance and proactively identified issues and risk with their operations

## Qualifications for supplier relationship manager

* Studying towards MCIPS qualification- NQF Level 7 Honours Degree in Purchasing and Supply Chain Management
* 5+ years of IT Application procurement and sourcing experience within a complex global operation
* Appropriate professional qualification CPM or CPSM (Institute of Supply Management), or similar relevant technical qualification
* Experience in Benefits, Banking & Finance contract analysis, negotiation, financial modeling and RFP, RFI, RFQ creation and evaluation
* 5+ years demonstrated experience with supplier and/or client relationship management
* Global corporate IT supplier relationship management, supplier SLA performance management, IT supplier governance, dispute resolution, amendments to supplier agreements, quarterly business reviews, general oversight and governance of strategic IT supplier agreements