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# Example of Supplier Job Description

Our company is growing rapidly and is looking to fill the role of supplier. 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

* Collect and evaluate supplier quality data, review supplier manufacturing processes driving collaboration with the businesses to identify process improvement / value enhancement opportunities
* Communicate with suppliers and participate as a team member on the use of a corrective action process and quality tools & techniques to include but not limited to, process and product validation, pFMEA, and MSA (measurement system analysis)
* Assist Quality Techs with monitoring and ensuring conformity of 3rd party and supplier sorts for supplier nonconforming parts
* Focusing on development, application, and maintenance of quality standards for industrial processes, materials, and products
* Collaborates with other SNN sites to ensure uniform implementation of the Quality Systems Manual
* Maximise the value of with EUC / Voice Services to DLG
* Develop collaborative working relationships with 3rd party suppliers to ensure they are proactive in raising opportunities for service improvement
* Identify opportunities to reduce total cost of ownership, improve contract value and the customer experience
* Ensure that vendors are fulfilling their obligations in respect of the contract such as KPIs, deadlines, general communication and exchange of agreed information, and ensure that all standards are met
* Initiate and facilitate supplier meetings in case of a contractual question or request

## Qualifications for supplier

* A strong background in providing operational support for outsource supplier agreements
* Demonstrable experience of working closely with service management teams in maximising value from service providers
* Bachelor’s degree or equivalent (in a quantitative, pharmacy or relevant Business Administration field) and a minimum of four (4) years related experience (business analysis, customer service)
* Experience with MS Office products (Excel, Word, PowerPoint) required
* Experience working within the healthcare industry is preferred
* Experience with business intelligence tools preferred