



Example of Professional Services Manager Job Description

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

Responsibilities for professional services manager

- Oversee the process to select and manage suppliers
- Develop and implement market oriented global and hub category sourcing and supplier management strategies to achieve competitive advantage through lowest purchase cost and value improvements consistent with the direction set by the business
- Deliver results in key performance areas including cost management, market & financial forecast accuracy, service & quality, process improvements, innovation, and alignment with internal business partners
- Understand stakeholder requirements and define, develop and implement the optimal strategy that delivers Group and local objectives
- Develop expertise within the organization around the supply markets and the impacts of governmental, technological, and economic changes that impact those markets
- Lead specific projects to increase the effectiveness of the Group category team
- Provide high quality, up to date vendor management and sourcing advice in consulting services
- Working with colleagues to develop category plans and approaches to sourcing all professional services
- Develop relationships with senior staff in operating groups and support areas to gain an understanding of business requirements
- Identify, deliver and track savings

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- Experienced in driving new business opportunities and positioning services offerings to extract more business from install base
 - Ability to work in a fast paced environment and ability to manage and drive change
 - Ability to influence customers to see value in services offerings and becoming long term trusted advisor
 - Experience building and driving process for a growth business preferred
 - Ability to independently lead your team to its goals and independently drive customer expectations is required
 - Average travel is 50%- Driving and/or flying to potential customers/current customers or clients will be required