



# Example of Supplier Manager Job Description

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

## Responsibilities for supplier manager

- Co-work with Global Material Manager and Strategies Sourcing Manager in developing and providing solutions of supply chain management, reviewing existing business procedure to integrate sourcing strategies and processes to increase efficiency
  - Identifying and advising Senior Management on emerging thematic risks impacting the IB organization
  - Reporting to and advising management on risks, issues, and control operating effectiveness across all BUs and countries
  - Oversight of major tender processes IT services re-tender, and supporting your team as required in the delivery of these projects
  - Developing the IT procurement teams capability, processes and client guidance to keep abreast of developments in the industry
  - Develops, mentors, and trains staff
  - Ensure compliance with the FRB SR 13-19 and OCC Bulletin 13-29 other regulatory requirements related to outsourcing and third party risks
  - Work with the Customer to integrate cybersecurity Supply Chain Risk Management into the existing Customer's Supply Chain Risk Management systems
  - Monitors contractual agreements – reviews, evaluates, and monitors documents including statements of work (SOW) and service level agreements to ensure vendors comply with contractual terms and conditions
  - Troubleshoots all IT vendor performance problems and issues and provides reports to senior management for corrective actions
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- At least 3 years of experience in a Sourcing, Contracting , Supplier/Risk Management or Analyst role
- Familiar with Quality tools such as SPC, Pareto, Histogram, 5Whys, 5W, Root Cause Analysis, Fishbone, Problem Solving, etc
- Develop and lead the execution of a global supplier quality strategy, supporting the company's long-range business plans
- Drive a culture of continuous improvement that enhances and improves the products and services we offer, through the implementation/maintenance of ISO 9001, problem-solving tools, and continual improvement techniques
- Solves Problems and Analyses Issues - Is able to ask effective questions and collect facts from multiple sources in order to solve problems
- IT Software/Professional Services background and experience