



Example of Supplier Manager Job Description

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Our company is looking for a supplier manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for supplier manager

- Participated award business split meeting and bring supply perspective on decision making
- Setup and facilitate Pre-Proposal / high level technical design meetings
- Point of contact for supplier Audit Management – Audit coordination, scheduling resources and Managing the costs
- Day to day operational contact with EUC / Voice Services suppliers on service aspects of the contract
- Manage supplier to contractual obligations and ensuring supplier meets technical KPIs
- Develop/maintain/share knowledge of contractual obligations
- Provide input to contract negotiations and contract management
- Collate data on suppliers to support performance reviews and contract reviews
- Manage supplier delivery issues, until escalated
- Point of contact for contract managers for supplier costs

Qualifications for supplier manager

- Experience from working in a global organization with different cultures
- Bachelors Degree in Science, Engineering, Pharmaceutical Science or related field
- Conducts oversight and management of strategies, performance and development of large-scale products and services

- Establishes operating plan to monitor performance to plan
- Identifies and manages all aspects of supplier, statement of work, RAA's (Responsibility, Authority, Accountability) contractual commitments and performance to support company procurement strategies and contractual compliance and establishes operating plan