



Example of Third Party Management Job Description

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Our company is hiring for a third party management. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for third party management

- Ensuring third-party document collection and processing requirements are adhered to per company, legal and regulatory requirements
- Ensuring outsourced originations processes being performed by third-party are in compliance and accordance to state and federal laws (TRID, RESPA, TILA, ECOA)
- Reporting to 3rd Party Service Manager
- Communicate third party risk to impacted internal stakeholders
- Responsible for the development and implementation of supportable and sustainable end to end processes to manage third party risks (PRE & POST Contract), taking into account the requirements of our Compliance, Finance, HR, Info Security and Legal colleagues
- Manage strategic third party relationships including governance, performance and "issue management" across multiple lines of business
- Assure third party risks are identified and managed throughout the sourcing lifecycle along with internal/external governance and relationship management
- Appropriately escalate non-compliance situations
- Oversee third party performance & metric definition, administration, and analysis
- Supports the SPM team through the process improvements, change management and governance to drive efficiency and effectiveness

Qualifications for third party management

- Familiarity with VMO Intake Process to get a statement of work from a vendor approved by sourcing and legal
- Familiarity with the management of third parties
- Familiarity with IT SDLC applications including ITSM, BluePrint, Sharepoint
- Bachelor's degree or equivalent experience, or military experience
- At least three years of experience in Auto Finance Collections
- Project Management, Business Process Management