



Example of Vendor Manager Job Description

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

Responsibilities for vendor manager

- Identifying, signing, and on-boarding new vendors to build out product selection
- Act as a 'business owner' for your categories, possessing a complete understanding of internal and external variables that impact your business
- Develop a thorough understanding of the industry, seasonality and global trends/events, and continually monitor competitor/industry developments
- Conduct financial analysis of business opportunities to meet and exceed revenue and profitability goals
- Develop and manage cost data reporting other internal-facing reports
- Manage vendors and internal processes in daily operative tasks
- Drive overall improvements to the Sports Apparel customer experience
- Serve as subject matter expert (SME) on vendor functions, usage, user demand and other criteria
- Manage all aspects of investments-related vendor contracts ensuring accurate record keeping and contract compliance
- Collaborate and build strong relationships across Investments and other departments

Qualifications for vendor manager

- Provide input into strategic planning, then implement strategic direction across all relevant business units, and lines of business, including application of agreed vendor management governance
- Develop and retain in-depth knowledge and expertise of market place and

- Remain apprised of all risk related policies and ensure business and vendor compliance in collaboration with other vendor management teams and business stakeholders as applicable
- Support the vendor selection process, contribute to the strategic planning and vendor analysis by drawing on knowledge of the supply market and previous vendor experience
- Support sourcing strategies designed to standardize/centralize purchasing, reduce total cost of goods and services, reduce the supplier base, manage demand, or improve internal controls
- Manage and track contractual amendments understanding the commercial benefits and associated risks and facilitate approval process involving appropriate stakeholders