



Example of Vendor Manager Job Description

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

Responsibilities for vendor manager

- Communicates with the BU leaders regularly, provides feedback on performance monthly, quarterly and annually via performance reviews/QBR's
- Identify and implement continuous enhancements and efficiencies associated with vendor service delivery
- Lead by example and operate with the Core Values in mind in each interaction with Talent Acquisition team, TMX/HR, business partners, external vendors and leadership
- You will place purchase orders with suppliers and act as the owner of the entire process
- You will be responsible for the Relationships with the vendor
- You will proactively lead ongoing financial and governance control
- You will identify, assess, escalate, monitor, control and report on contractual risks and issues and drive for resolution
- You will effectively communicate with all program managers (customer, delivery, vendors)
- You will resolve conflicts between all parties, managed and monitor escalations
- Leading the day-to-day procurement activities, while focusing on the tactical level

Qualifications for vendor manager

- Self-starter, customer/employee experience focused
- Real estate market knowledge including benchmarking and best practices

- 5-7 years of relevant experience to include prior technology vendor management (hardware\software\services) and contract experience
- Process oriented with an outstanding ability to organize and track progress throughout the procurement lifecycle while keeping all key stakeholders informed
- Ultimately responsible for delivery of effective vendor relationship