



# 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

- Assists in updating applicant tracking database and processes paperwork
- Performs other related duties or projects as required
- Maintain up to date vendor records and vendor database
- Compile contract documentation and work with vendors to complete the contract process
- Build and submit surveys for vendors
- Build reports in iCIMS (ATS) for tracking and auditing of vendor program
- Manage ongoing vendor relationship for compliance and performance to company standards and build vendor strategy to aligns internal initiatives and forecasts to 3rd parties
- Manage vendor operational performance linked to service levels and contracts
- Understand contractual obligations and ensure compliance by monitoring performance and engagement levels
- Document vendor specific KPIs, SLAs and SLOs and publish monthly and quarterly reporting

## Qualifications for vendor manager

- Knowledge and/or previous experience within the industry preferred
- Negotiating best-in-class vendor terms, costs, and inventory arrangements
- Experience in buying or operations functions, e-commerce, retail
- Passionate self-starter, decisive and able to move with speed to implement idea

- 4 to 6 years of professional experience in a related field