



Example of Vendor Manager Job Description

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Our growing company is hiring for a vendor manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for vendor manager

- Define and utilize door-level scorecard to monitor Asurion performance in the Area
 - Manage "Open Order" reports
 - This includes reports from NAPA along with internal Open Order reports and Canada 50 day Open Order Reports
 - Act as the senior point of contact for assigned vendor relationships, enhancing communication between vendors and internal business owners impacted by the vendor relationship
 - Maintain a clear understanding of how all internal business owners are impacted by the executed contract
 - Retain a structured internal governance framework to ensure effective oversight of the vendor relationship
 - Provide guidance to the internal business owners and other key stakeholders to ensure responsibilities outlined within the Vendor Risk Management Program are fully understood
 - Help ensure strong oversight of all risks related to the vendor and provide internal business owners visibility of existing and emerging risks
 - Participate in the assessment of vendor risk, develop mitigation plans and assign monitoring responsibilities
 - Complete all risk and performance assessments, other due diligence requirements, after collecting input from internal business owners
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- Experience communicating with vendors, improving product information and executing co-op agreements
- A mix of business and program mgmt experience including P&L responsibility and proven track record of success defining and delivering innovative big ideas to drive long term results
- Decisive, confident, and experience with influencing other senior leaders
- Experience with managing risk management activities and ensuring both service and quality levels are adequately maintained
- A college degree in a related field of study or major is preferred
- Manages multiple vendor relationships that are significant in scope, complexity, and criticality