



Example of Vendor Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of vendor manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for vendor manager

- Create and maintain dashboards and reporting for each vendor
- Participate in conversations with regulators, Internal Audit and Compliance, as appropriate
- Ensure invoices from the vendor are reviewed by the appropriate internal business owners and are billed in accordance with the terms and conditions of the contract
- Conduct required reviews of SOC reports
- Ensure the products provided by the vendor are in compliance with regulatory guidelines
- Receive notification of new products and services from the vendor and decision whether or not they will would benefit the Bank
- Identify training needs related to the products or services provided by the vendor
- Coordinate requirements and responsibilities related to updates and upgrades
- Provide oversight related to application versioning and software upgrades
- Create and oversee Change Management requests

Qualifications for vendor manager

- Advanced PowerPoint skills (tables, graphs)
- PowerPoint knowledge and presentation skills required

- Familiarity with finance and accounting principles, budgeting, accounts payable, accrual methodologies
- Provides direction to analysts based on projects
- Graduate degree (business, statistics, math, economics, marketing)