



Example of Vendor Relations Job Description

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Our company is looking to fill the role of vendor relations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for vendor relations

- Manage quarterly review sessions with Business Leads to determine plan of action to reduce compliance charges
- Coordination of vendor reviews with technology and/or business partners
- Ensure monitoring and enforcement of SLAs is occurring and that contracts are renewed proactively following the established procurement processes
- Effectively interact in a team environment with all levels, leadership, their peer group, and generate confidence and build trust
- The ability to build and develop business relationships at all levels within the entire Saks organization and outside with our vendors and other partners
- Able to think strategically, identify problems, develop practical solutions, and guide their implementation by partnering with peers and corporate business partners with Saks
- Ability to make sound business decisions and have a well thought out operational plan to deliver positive business results
- Consistently drive to exceed business goals and expectations in a positive and business professional manner
- Monitor the SLAs and metrics for all NPVs and surface failures to the vendor relationship leadership
- Collaborate with other members of the vendor relationship team to implement a long-term strategy to evolve the program, as the business needs change

Qualifications for vendor relations

- Ongoing training of associates on production procedures and methods
- Assist on special projects, including in all other departments as needed
- Effectively interact in a team environment with all levels, management, their peer group, and generate confidence and build trust
- The ability to build and develop business relationships at multiple levels within the Saks organization and outside with our vendors and other EDI partners
- Need to sustain business relationships that foster open communication that are built on integrity, and mutual respect