



Example of Vendor Relations Job Description

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Our innovative and growing company is searching for experienced candidates for the position of vendor relations. 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 relations

- Organize other NPV outreach efforts like NPV Of The Year awards, annual holiday gifts and celebrations of special achievement
- Maintain active database of NPV contacts and facilitate timely communications with the member companies
- Providing administrative support for Vendor Relations team as needed
- Support the creation and management of a Technology strategy framework that aligns with the business roadmap for Equity Markets
- Research and recommend technology best practices and application strategies that can be leveraged to help those respective business lines achieve their targeted goals
- Develop and implement distribution of annual vendor diversity letters and surveys
- Develop and manage vendor tracking system to measure and report on vendor rate response
- Utilize, report, and manage sensitive information as needed for SNI Affirmative Action Plan
- Oversee, implement, and support external relations initiatives with industry partners
- Lead planning meetings, programs and retreats for external affairs, senior management team and special events

Qualifications for vendor relations

- 1-3 years of post-college business experience preferably in a retail environment
- Demonstrate solid understanding of EDI transaction sets
- Demonstrate understanding of UPC and EDI in an AS400 environment
- Working knowledge of IBM WebSphere Data Interchange translator
- Knowledge of GXS/Inovis Catalogue