



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. 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

- Drive current Embase business holistically to meet or exceed monthly goals, through effective day-to-day operations
- Develop internal monthly management reports
- Develop and build quarterly vendor scorecards to help inform vendor strategies
- Analyze the macroeconomic environment (commodities prices, global geopolitical situation, trade agreements,) and make recommendations related to the global apparel supply chain
- Form strong relationships and communicate with US and international vendors
- Partner with a variety of cross-functional teams (Merchandising, Operations and Merchandise Planning) to define relevant metrics for vendor performance
- Prepare detailed analysis to support relationship and negotiation discussions with vendors
- Develop and manage processes to efficiently collect and analyze vendor data on an ongoing basis
- Identify opportunities and develop processes to automate the collection of vendor-related data
- Continuously seek ways to improve your role and enhance the way Vendor Relations contributes to the overall success of the business

Qualifications for vendor relations

- Can demonstrate specific examples of leading a team and being an innovative leader
- History of making an impact and delivering superior results in both the short and long term
- An understanding of the RESL Broker Channel and the mortgage origination, adjudication, fulfillment, funding, and servicing processes
- A general understanding of Personal Banking Operations support processes and operating model
- Understanding of RESL credit policies and the credit quality review process