



Example of Vendor Relations Job Description

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Our innovative and growing 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

- Regularly review and evaluate SLA to identify areas of improvement
- Oversee the accuracy and timeliness of all SLA reporting
- Provides escalation point for Divisions on SLA performance
- Reporting to a Director, oversees a team responsible for managing relationships with external vendors
- Translates senior management vision and develops unit vision, strategy, service levels, and business objectives
- Identifies training needs of end users and staff and develops and provides the necessary training to meet those needs
- Develops and negotiates very complex domestic and overseas vendor contracts, contract standards, and service level agreements that meet business needs
- Oversees the work of vendors across a segment of a business organization
- Directly manages the relationship with a Regional Service Center, responsible for monitoring performance, and identifying and resolving critical issues
- Assesses outsourcing and offshoring opportunities and assists in the creation of the strategy and execution of outsourced/offshored work

Qualifications for vendor relations

- Proven Project Management experience in managing large scale cross-functional projects
- Minimum of 5 - 8 years of experience required (OR)

simultaneously, with minimal direction

- Demonstrated ability to work collaboratively with various teams
- Proven track record building successful relationships and partnerships at all organizational levels, internally, externally, intra and interdepartmentally
- Must be able to meet tight deadlines, lead by example, and be willing and able to roll-up sleeves and dive into the details