



Example of Vendor Relationship Job Description

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Our growing company is searching for experienced candidates for the position of vendor relationship. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for vendor relationship

- Oversight and taking action on Vendors during the processes of On-boarding,
- Performance Oversight/Reporting/Testing/Auditing/Communication/Compliance and Termination
- Ensure third party relationship records are accurate and complete (maintain all documentation)
- Ensure third party complies with laws, regulations, and company requirements
- Subject relationships to due diligence and risk assessment (report results to management)
- Ensure relationships are governed by written contracts (tailored to identified risks)
- Ensure resolution/mitigation of identified risks
- Comply with TPRM BL Ongoing Management Requirements
- Report adverse events and other relationship changes to Corporate TPRM (resolve where applicable)
- Notify third party of significant and relevant company operational issues

Qualifications for vendor relationship

- Tracks fulfillment of all contract deliverables
- Ensure third party regularly tests and executes remediation of findings

- Respond to all matters identified by internal/external reviews, audits, and exams
- Recommend termination of relationships that fail expectations
- Facilitate the Third Party Meetings and maintain record of Third Party Scorecards, Complaints, Adverse Items, Reporting,