



Example of Vendor Relationship Job Description

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Our innovative and growing company is hiring for a vendor relationship. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for vendor relationship

- Quality Assessment & Evaluation, and Change Management Processes.
- Performs routine clerical or job data entry functions within mortgage operations or servicing departments
- Maintaining awareness of industry developments and best practises
- Work collaboratively with business stakeholders and IT functional heads to drive value and synergy across the Infrastructure vendor portfolio
- Develop and implement a negotiation strategy with Infrastructure vendors during contract set up and renewals
- Lead relationship governance forums and support Head of VM in managing strategic level vendor forums
- Support Legal in the drafting of appropriate schedules and contract exhibits for larger vendor engagements
- Ensure Infrastructure vendor performance is monitored through periodic reviews of key metrics and opportunities are identified for performance improvement
- Identify and document key risks and issues related to Infrastructure vendor relationships and recommend appropriate mitigation
- Liaise closely with the Head of IT Vendor Management and CIO to ensure vendors are selected in alignment with strategic objectives and continually review the IT Infrastructure vendor portfolio

Qualifications for vendor relationship

- Bachelor Degree in a scientific discipline or health care field or equivalent combined education and experience
- Strong communicator who engages colleagues, business partners, external stakeholders, and employees
- Organizational awareness – knowing how to engage the organization to get things done, deal with complex change, and enhance the RESL brand
- A minimum of three years' related experience with contract administration
- Strong financial analysis and planning skills