



# 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

- Leverage the merger of the regional business and IT teams to rationalize and optimize the Infrastructure vendor portfolio to achieve cost savings and consistency in services provided
- Perform strategic review of maintenance and support contracts and coordinate decision making in a timely manner
- Work collaboratively with business stakeholders and IT functional heads to drive value and synergy across the Application and PS vendor portfolio
- Develop and implement a negotiation strategy with Application and PS vendor during contract set up and renewals
- Ensure Application and PS 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 Application and PS 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 Application vendor portfolio
- Leverage the merger of the regional business and IT teams to rationalize and optimize the Application and PS vendor portfolio to achieve cost savings and consistency in services provided
- Gather, analyze, and summarize IT vendor pend data
- Schedule and participate in meetings with IT vendors and stakeholders

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- Prepare Vendor Profiles
  - Support IT's evaluation and implementation of new technology solutions and business relationships
  - 4+ years experience in third party outsourcing function, to include acquisition planning, developing statement of work, risk analysis, contract consultation, and supplier management or equivalent management experience
  - Leadership/business management experience
  - Expert in Technology commodities
  - Expert experience in complex procurement and procurement management experience is highly desired