



Example of Vendor Relationship Job Description

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Our company is growing rapidly and is looking for a vendor relationship. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for vendor relationship

- Drive and support the overall growth of the business by scaling tools, processes and services to make them operate cross-border at European level, with a particular focus on Vendor negotiations
- MUST HAVE Premium Audit Experience
- Researches, analyzes, evaluates and reports on the performance of Premium Audit vendors to ensure delivery is in line with contractual obligations and performance metrics
- Manage outward communication to vendors to facilitate understanding and awareness of organizational strategic direction, changes and challenges
- Manage the interaction between vendors and internal customers to provide adequate visibility of initiatives and programs
- Liaise with procurement partners to review, report on and revise contractual agreements as necessary
- Develop vendor playbooks which outline their roles, responsibilities and service levels expected
- And recommends new vendor relationships when needed
- Understand all vendor deliverables and service level agreements for all critical suppliers within the Telecom and Hardware categories
- Establish vendor relationships through which oversight and performance review meetings will take place

Qualifications for vendor relationship

- Strong business analytics skills including financial (TCO, ROI, time value of

- Well-organized and ability to manage and maintain SharePoint site with deliverables and artifacts
- Working knowledge of Test Lifecycle , Software and Project Management life cycles
- Should be proficient in Microsoft Excel (Macros, Pivot Tables, Visual Basic , Vlookup) and preferably Microsoft Access
- A demonstrated ability to effectively work hands-on with cross – functional teams
- Post-secondary degree in Finance, Economics or related field