



Example of Vendor Relationship Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for a vendor relationship. 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 relationship

- Establish stakeholder relationships within the GTO organization based on demonstrated expertise within the Telecom and Hardware categories and the ability to bring value to the business
- Operate the vendor management system including the assessment of vendor performance and adherence to contractual deliverables
- Participate in the strategic sourcing process as a trusted advisor to the procurement organization and the business owners
- For assigned vendor relationships, understand all vendor contract deliverables and service level commitments
- Establish stakeholder relationships within the GTO organization based on demonstrated expertise within the software category
- Support the director of the software category as required
- Actively influence the strategic sourcing process as a trusted advisor to the procurement organization and the business owners
- High-level management of the CIO's strategic direction across the EIT organization and Association on vendor relationships
- Responsible for key management interface with both internal and external stakeholders, contract management, and monitoring vendor performance
- Subject Matter Expert (SME) on vendor compliance deliverables and service level agreements

Qualifications for vendor relationship

- Skills in Microsoft Office (Word, Excel, PowerPoint)
- Must have strong oral and written communications skills, and be able to work effectively and build relationships with others
- Must have good organization and planning skills, and be able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experiences
- Must possess deductive reasoning skills and be able to analyze and synthesize information for problem solving