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| <b>Job title</b>  | <i>Vendor Relations Manager</i> |
| <b>Reports to</b> | <i>Director of Operations</i>   |

### **Job Purpose**

The Vendor Relations Manager serves as a strategic partner to executive leadership with primary ownership over vendor management, performance, and strategy across the organization. This role is responsible for evaluating, selecting, negotiating with, and managing vendors and subcontractors to ensure optimal outcomes across cost, service quality, safety, timeliness, and capacity.

The ideal candidate demonstrates strong business acumen, advanced analytical capabilities, and exceptional negotiation skills, with the ability to independently prioritize, define workflows, and drive results in a fast-paced environment.

### **Duties and Responsibilities**

Duties and responsibilities include, but are not limited to:

- Manage vendor and subcontractor relationships from initial evaluation through ongoing performance management
- Develop and maintain vendor evaluation frameworks balancing cost, service quality, safety, timeliness, responsiveness, and capacity
- Lead vendor selection processes, including RFPs, evaluations, and strategic sourcing initiatives
- Negotiate pricing, scope, service levels, and contract terms to ensure favorable business outcomes
- Establish performance metrics, monitor vendor compliance, and address performance issues as needed
- Serve as the primary point of accountability for vendor performance across departments
- Collect, analyze, and interpret data to support vendor strategy, budgeting, and operational planning
- Build and maintain analytical models, reports, and dashboards using Excel and related tools
- Prepare executive-level reports and recommendations, clearly communicating business impact and tradeoffs
- Identify trends, risks, and opportunities related to vendor performance, costs, and capacity
- Develop, implement, and improve workflows related to vendor management and reporting
- Collaborate with operations, finance, safety, and leadership teams to align priorities and execution
- Manage multiple high-priority projects and deadlines in a fast-paced environment
- Maintain strict confidentiality when handling sensitive business information
- Participate in leadership discussions related to vendor strategy and operational planning

## **Qualifications**

Qualifications include:

- Bachelor's degree in Business, Finance, Economics, Construction Management, or related field
- Advanced proficiency in Microsoft Excel and Windows-based applications
- Demonstrated experience managing vendor or subcontractor relationships
- Strong analytical and problem-solving skills
- Proven ability to manage multiple priorities with minimal supervision
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- High level of professionalism, accountability, and integrity