**VENDOR MANAGEMENT**

**Job Description:**

1. Managing the company’s supply portfolio ensuring transparency of spending
2. Analyse and calculate costs of procurement and suggest methods to decrease expenditure, increase delivery to client by increasing supply and maintaining high margin.
3. Accessing quality standards, expertise, strength & weaknesses of partners and categorizing them to alight right partner for the projects to maximize quality delivery and reducing cost.
4. Invent negotiation strategies and secure profitable deals.
5. Bidding with partners and collaborating RFQs for PM team to align right vendor at right time.
6. Reviewing partner’s deliverables, quality of deliverables, COGS on quarterly basis and developing sourcing strategy for coming quarter.

**Desired Profile:**

1. Candidate should possess excellent oral and written communication skills.
2. Negotiation skill.
3. Candidate with good customer service skills would be preferred.
4. Prior experience in vendor management, RFQ management or client handling experience.
5. Candidate should have a positive attitude & should be goal oriented.

**Education:**

1. Bachelor degree or MBA in in stream (Full time education is preferred)