

Code: VM-2022

We are looking for a Vendor Manager with excellent knowledge of English and a second language to join our growing team!

The job is an exciting opportunity for those with education either in translation studies, or in business management and negotiations, finances.

Job Duties

The Vendor Manager is responsible for building and managing relationships with those who supply localization or media processing products and services to the organisation ensuring that vendors meet or exceed the requirements to fulfil their contractual obligations.

Responsibilities include but are not limited to the following:

- Communicate with new and existing vendors.
- Source new vendors as needed by the company.
- Maintaining a competitive price list of the services needed by the company.
- Evaluate potential vendors using developed and agreed criteria to support alignment and understanding of the expectations and requirements of engagement.
- Be in constant communication with the business development and sales stakeholders to provide costing and presales support.
- Monitor feedback received from the project management team to anticipate new vendor needs and do any corrections needed in the existing vendor resources.
- Manage outward communication to vendors to facilitate understanding and awareness of organisational strategic direction, changes and challenges.
- Liaise with project management team to review, report on and revise contractual agreements as necessary.
- Manage the balance in vendor relationships to support the achievement of agreed commercial outcomes.

Job requirements

- Educated to degree level.
- Preference will be given to those with previous experience in business negotiation, sales or vendor management roles.
- Excellent written and verbal communication skills.
- Good Microsoft Office knowledge.
- Ability to manage a variety of tasks under pressure.
- Analytical and structured problem-solving abilities.
- Ambitious and with a desire to learn and progress.

You will be successful in this role if you have the below characteristics:

- Accountability – Ability to accept responsibility and account for his/her actions.

- Communication – Written – Ability to communicate in writing clearly and concisely in English.
- Negotiating Skills – Ability to communicate, persuade and influence, plan, strategize, employing tactics, techniques, tool-sets, systems & processes, and often teamwork.
- Detail oriented – Ability to pay attention to the minute details of a project or task.
- Flexible – Ability to adapt and change priorities as circumstances require, foresee course of actions needed.
- Interpersonal – Ability to get along well with a variety of personalities and individuals.
- Multi-tasking – Ability to handle multiple tasks.
- Organised – Possessing the trait of being organised or following a systematic method of performing a task.
- Self-motivated – Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Team player.
- Tenacious – Ability to hold steadfast and complete a goal.
- Working under pressure – Ability to complete assigned tasks under stressful situations.

If interested, send your CV and cover letter to mmara@haymillian.com with the job code in the subject line.