



# JOB TITLE: Vendor Manager

## JOB SUMMARY

The Vendor Manager will establish and maintain both new and existing relationships. You will identify, negotiate, and secure the best terms that ensure that vendors fulfill their contractual obligations.

**At VerTek, we refer to vendors who work on our construction projects as “Business Partners.”**

## RESPONSIBILITIES

- Recruit, develop and sustain relationships with company-approved business partners
- Meet with suitable business partners to assess their products, inquire about their services, negotiate pricing, and communicate any product or service-related concerns
- Conduct research on available business partners to determine which ones offer the best possibility of success
- Continually monitor sales trends to determine which products are more popular than others
- Implement business partner selection programs to ensure that the best business partners are secured
- Conduct interviews with new business partners and informing approved business partners of their responsibilities and obligations
- Establish standards by which to assess the performance of approved business partners
- Evaluating current business partner management programs and identifying ways to improve them

## REQUIREMENTS

- 5+ years' experience in recruiting and placing business partners for work on fiber and broadband ccc projects
- Proven experience working as a business partner manager
- Valid driver's license.
- Proficient in all Microsoft Office applications
- The ability to travel for work
- The ability to multitask effectively
- Strong negotiation, management, and decision-making skills
- Excellent analytical, problem-solving, and organizational skills
- Effective written and verbal communication skills

## EEO STATEMENT

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, "protected statuses"). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

## DISCLAIMER

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.