

**We are looking for an experienced Vendor Manager to join our IT team to develop, manage and control vendor contracts, relationships, and performance. If you are looking to work with a high calibre team, we want to hear from you.**

The Project Foundry has substantially grown its portfolio of blue-chip clients across the finance & technology, telecoms and, aviation sectors. We bring a fresh and creative approach to Project Management; this approach resonates with existing and potential clients. As a result of our expanding client base, we are looking for an experienced project manager to join our team.

If you are interested in building something special and want the opportunity to work with a like-minded team, we here at The Project Foundry want to work with you.

Our ideal colleague will be detail-oriented, strong work ethic, willingness to learn, and able to handle multiple priorities simultaneously.

#### **Plan**

- Determine which vendor best fits client's needs
- Define & implement the relevant technologies, processes, policies, and procedures to support the vendor management initiative
- Define initiatives to drive additional value from vendor contracts, improving performance and reducing the cost of service provision
- Responsible for the vendor management lifecycle to monitor vendors for optimal performance, compliance, and transparency

#### **Execute**

- Manage onboarding process of new vendors
- Terminate vendor contracts when required
- Responsible for regular business reviews with vendors to review performance against agreed service levels
- Establish a vendor management governance framework
- Development of and reporting on, vendor's portfolio level KPIs

#### **Deliver**

- Run the vendor management governance process, including SLA management, risk management, issue management, performance reporting and escalations
- Build and maintain strong relationships at senior levels within vendor organisations to ensure effective service delivery
- Support the business team in the identification, evaluation, and selection of new vendor relationships

**Sound good? What do you need?**



- Bachelor's degree in finance, IT, or related discipline
- Proven experience in Vendor Management
- Experience in Finance sector desirable
- Proven track record in vendor process management, performance improvement, and project management
- Experience in working with global service providers
- Proven record of developing and maintaining strong relationships with senior stakeholders within vendor organizations
- Ability to work very effectively both under own initiative and as part of the wider team
- Very good organisational skills, logical and efficient thinking, and strong attention to detail
- Adept at using negotiation, facilitation, and presentation techniques to build consensus, and skilled at communicating difficult and sensitive information tactfully

If you would like to apply or for more information, contact us at [careers@theprojectfoundry.com](mailto:careers@theprojectfoundry.com)