

# IT Vendor Manager (m/w/d), 100 % Bamberg



## We connect the digital and physical worlds.

### Position Summary

Under the management and guidance of the Head of IT Operations, the Vendor Manager will be responsible for executing the supplier relationship steps and processes required to deliver, manage and implement, commercial procurement strategies and end-to-end activities across the “Document Input Processing (DIP)” organisation. The IT Vendor Manager will be required to work closely with the IT teams and business units across the globe to ensure an efficient and effective operation of end-to-end Procurement processes. The processes performed by the role are not yet fully formed, so this is a unique opportunity to leave your footprint.

This is a great opportunity for a motivated, engaged team player, who like challenges and wants to actively shape this function. As part of the IT Operations Team you will work collaboratively across the value chain to achieve a high performing culture that effectively & consistently delivers holistic procurement solutions to a range of internal stakeholders and external customers to ensure SPS is well supported by its supplier base while managing costs effectively. The Vendor Manager will work closely with the procurement and finance teams supporting initiatives, promoting compliance and ensuring value add to the business while building strong partnerships with local, international and global suppliers.

### Key Responsibilities

#### Strategy & Planning

- Monitor the market and analyse trends in company spending and inventory control in order to make recommendations in areas for possible cost reduction.
- Develop, establish, implement, and enforce supplier and outsourcer guidelines, obligations, and service level agreements to the organisation through vendor governance forums.
- Comply with all procurement policies and procedures, including those for equipment, hardware, software, and service
- Benchmarking market conditions for present and future pricing, availability, lead-time, and capacity of goods and services.
- Research, identify, and qualify potential new suppliers to secure more cost-effective sources of products and services.
- Develop and deliver procurement bid proposals and tender documents.

#### Acquisition & Deployment

- Define sourcing recommendations that support business goals, in collaboration with senior management and stakeholders.
- Negotiate pricing, terms and conditions of goods, services and products with key suppliers, contractors and service providers.
- Help with asset management for IT hardware, software, and equipment.
- Support budget proposals and recommend subsequent budget changes as needed.

### Vendor Governance

- Manage and monitor by using a vendor scorecard process in order to measure and improve quality and cost of service.
- Provide periodic oversight and execution of vendor assessment and requalification
- Where practical, standardise to drive lowest total costs.
- Leverage continuous improvement initiatives to create additional value over and above the contract requirements.
- Maintain supplier contracts and ensure adherence to contractual agreements

## Connecting two worlds: Are you in?

### What we expect

You are a dedicated personality who likes to take the initiative, feels comfortable in an agile working environment and wishes to drive things forward and make a difference. Your analytical and collaborative method of working will enable you to communicate your goals and concerns constructively and assertively to a diverse range of recipients. You are a reliable, organised and customer-oriented team player who is capable of finding creative ideas and solutions for different situations and problems and thereby integrating a wide range of interests.

### Technical Competencies

- Demonstrable work experience in Category Management, Supply Chain, Vendor Management or Procurement, including all aspects of operative and strategy sourcing development and execution.
- Proven track of records in negotiations across a variety of IT categories.
- Comprehensive knowledge of procurement policies and regulations
- Solid working knowledge of current IT technologies, total lifecycle cost structures and pricing mechanisms.
- state of the art contract lifecycle management knowledge and negotiation skills
- Ability to build relationships with suppliers and contractors who provide a broad spectrum of IT products and services.
- General knowledge of accounting, finance, marketing, and logistics.
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Ability to manage priorities in delivery, product demands, and procurement timelines through analytical capabilities.
- Strong written and oral communication in English is essential, German is a plus; so are other European languages
- Understanding of formal Project Management methodologies

### Qualifications

- 5 years professional experience in Procurement, Vendor Management or Supply Chain Management
- Procurement qualification or equivalent experience desired with knowledge and exposure in IT environment
- Proven customer focus, interpersonal and communications skills to ensure consistent messages are communicated to internal customers / stakeholders, able to work well in a team environment and adhere to the highest ethical standards
- Advanced skills in all Procurement process disciplines across the procurement lifecycle of demand management, fulfilment, sourcing and management e.g. spend category / commodity management, negotiation, supplier selection, supplier value management, benefits capture, requisition to payment, and acquisition integration
- Team player experienced in working with both senior management and operational teams
- Ability to apply lateral thinking to issues and develop new and innovative solutions to problems/target areas

## **About SPS**

Swiss Post Solutions (SPS) is a leading outsourcing provider for business processes solutions and innovative services in document management. A strong international client base relies on SPS' ability to envision, design and build end-to-end solutions and to be its trusted advisor for the key value drivers in BPO: location strategy, process optimization and technology. Part of the Swiss Post Group, SPS' 7500 employees and specialized partners span the full range of the industry – from insurance, banking, telecommunications, and media, retail to energy supply and travel & transportation – addressing customer needs in more than 20 countries.

## **Your Contact**

We are looking forward to your application. Please send your complete documents to [jobs.de@swisspost.com](mailto:jobs.de@swisspost.com).  
For any questions you can call our HR department +49 (0) 951 / 9168 2040.