**Job description**

**Position:-**Assistant Manager Supply Chain

**Experience-**2 to 5 years relevant experience

**Work Location**:- Kolkata / Bangalore

**Responsibilities:**

* Developing and sustaining long-standing relationships with company-approved vendors.
* Monitoring vendors to ensure compliance with company policies
* Meeting with suitable vendors to assess their services, inquire about their services, negotiate pricing, and communicate any service-related concerns.
* Conducting research on available vendors to determine which vendors offer the best pricing and service quality.
* Implementing vendor selection programs to ensure that the best vendors are secured.
* Conducting interviews with new vendors and informing approved vendors of their responsibilities and obligations.
* Establishing standards by which to assess the performance of approved vendors.
* Evaluating current vendors and identifying ways to improve them.

**Vendor Manager Requirements:**

* Bachelor's degree in supply chain management, marketing, business administration, or a related field.
* Proven experience working as a vendor manager with a staffing company.
* Proficient in all Microsoft Office applications.
* 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.
* Experience: 3-5 years of relevant experience

Mail updated CV at **anamika.pramanik@in.experis.com**

Role[Procurement / Purchase Manager](https://www.naukri.com/procurement-purchase-manager-jobs)

Industry Type[Recruitment / Staffing](https://www.naukri.com/recruitment-staffing-jobs)

Functional Area[Procurement & Supply Chain](https://www.naukri.com/procurement-supply-chain-jobs)

Employment TypeFull Time, Permanent

Role CategoryProcurement & Purchase

Education

UG :Any Graduate