

Position: It Vendor Manager (Required)

Location: Jacksonville, FL (Required)

Duration: 3-6 mnth contract to hire (Required)

Expiration: 7/31/2011 (Date to remove positing. Default 2 months)

Company Description (5 lines max): (Optional)

Position Descriptions (required skills) include: (Required)

The IT Vendor Manager is responsible for actively managing vendors to control costs, drive service excellence, mitigate risks, and lower total cost of ownership while gaining increased value through the entire life cycle of the asset, service, or vendor relationship. Additionally, the IT Vendor Manager will be involved in activities surrounding different aspects of relationship management, performance management, contract management and vendor risk management and financial management.

Duties:

- This position is responsible for monitoring and reporting on critical vendor relationships
- The IT Vendor Manager ensures that we obtain the value and compliance from vendor contracts and their companies
- Gain consensus for the program through internal communications, to influence vendors to improve performance and then to measure and report on results obtained back to the business units, executives and peers
- Manage vendors to deliver the best value to the company, work with internal customers to create efficiencies and work with scorecard process to develop metrics to drive performance and productivity
- Identify and manage key supplier relationships including Quarterly Business review, vendor roadmaps and capabilities
- Formulate, review, negotiate and manage IT professional services, including infrastructure hardware, enterprise solutions, volume purchases and maintenance agreements
- Understand the operational lifecycle and typical challenges with each stage; contract

Required Qualifications include: (Required)

Required:

- 5 Years of relationship management experience in an enterprise across dispersed geographic locations
- 3 Years combined experience of technology procurement, specifically hardware, software, and technology services; licensing structures, as well as license compliance issues technology contract negotiations, issue resolution, and vendor management background

- Experience driving continual process improvements and measuring customer satisfaction
- Experience operating within a matrix services-organization while providing consultative services to teams of all types
- Demonstrated strong understanding of sourcing and contracting principles
- Proficient in basic computing (Word, Excel, Outlook, and Powerpoint)

Soft Skills:

- Excellent communication and interpersonal skills in addition to professional appearance
 - Highly self-motivated and directed with keen attention to detail
 - Ability to establish and meet project timelines
 - Demonstrated initiative and willingness to learn
 - Independent judgment and ability to think on your feet
 - Strong presentation skills necessary to communicate and persuade a wide range of audiences
 - Ability to engage with the business on business processes and practices associated with technology contracts and drive necessary policy or process changes
 - Capable of communicating and engaging with all levels of management and senior leadership
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Preferred Qualifications include: (Optional)

Preferred:

- BA or BS degree in Information Technology
 - ITIL Foundations Certification
 - Formal training in project management
 - Insurance Industry experience
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