



Position: Vendor Relations Manager

Location: Office or Remote

Department: Operations

Reports To: This position will report to Chief Operating Officer, Sheila Johnshoy

Classification: Exempt; Full-time

Salary Range: TBD

Mission: The **Vendor Relations Manager** is a full-time exempt position that reports directly to the COO

Responsibilities

- Develops, negotiates, and maintains a preferred supplier program (including the Facilis program) that drives improvement in pricing, volume rebates, terms, service levels, sample programs, production times, etc.
- Maintains and manages supplier relationships as the supplier liaison; serves as the main point of contact for escalations, quarterly meeting cadence with key suppliers, Stran updates and overall relationship management
- Tracks and analyzes supplier spend/rebates, tier 2/indirect spend reporting, categorical sales and any other supply chain reporting that is required
- Informs all merchandising (transactional and program) with sourcing protocol
- Implements tactics that drives spend to the preferred suppliers
- Establishes relationships with global sourcing partners/brokers
- Supports Sales & Marketing to drive sales volume with preferred suppliers
- Schedules and coordinates vendor meetings, events, tradeshow, supplier tours, education
- Manages all supplier related elements of Stran's Open House event
- Tracks supplier funds and collaborates with cross-functional teams on allocation of funds
- Deploys and manages contracts for high volume or strategic partners
- Maintains master database for all supplier information
- Manages new vendor request tickets
- Owner and active participant in supplier/decorator TEAMS channels
- Audits and collect rebates
- Develop and manages preferred decorator program
- Expand preferred programs for specialty, retail and overseas partners

Requirements & Experience

- Four-year degree.
- Promotional Products industry experience preferred
- Minimum 3 years business experience
- Proficient in Excel
- Strong business acumen
- Effective negotiation skills

- Ability to think strategically while executing tactically
- Strong interpersonal and communication skills to build relationships and partner across the organization, as well as externally
- Reporting, data management and analytical skills
- Ability to create, implement and communicate processes and tools

Four major activities and the % of time.

Activity	% of Time
Internal support for sales and marketing	30%
Managing supplier partnerships (current and new)	30%
Reporting and analyzing data	15%
Administrative & Data Management	15%
Vendor meetings, events, tradeshow, trips/tours	10%

What Success Looks Like:

- Meeting/exceeding volume rebate goals
- Sales and service satisfaction with vendor service/performance
- Responsive to internal teams and vendors
- Accurate and timely reporting and documentation
- Embraces Stran Core Values

Compensation: Salary is commensurate with experience. Performance Bonus potential.

Stran Benefits & Perks

The Healthcare package offered is Harvard Pilgrim Health Care under an HMO/PPO plan whereby the company contributes 65% of the monthly premium. Stran & Company, Inc. offers a Section 125 Flexible Spending Account, Dental, Group Life and Vision Insurance, Short-Term and Long-Term Disability. In addition, Stran offers Unlimited Personal Time off and a generous holiday schedule each year. The company offers a 401K retirement savings plan with a company match of 3% of your annual salary – up to the legal maximum. You will be eligible for these benefits on your first day of full-time employment with Stran. Benefits will be for people working at least, 30 hours per week. Stran also offers a robust Employee Assistance Program.

Working hours will be Monday-Friday, 9AM-5:30PM EST. (Subject to change depending on position and current work status)

Please note that due to increasing level of growth that our business has been experiencing over the past few years, additional hours may be expected to maximize all sales and marketing opportunities for you and the company.

A performance review of your newly stated role and responsibilities as a (**Vendor Relations Manager**) will take place in 3 months with your supervisor to assess if your performance in this new position is progressing satisfactorily. Upon your acceptance of this role, you will need to complete the I-9, W-4, and Employee Information forms including a Non-solicitation Agreement by the first day of work. Also please read and sign the Stran Employee handbook by your first day of work.