

JUNIOR EXECUTIVE – VENDOR MANAGEMENT

THE JOB

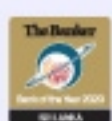
- Work with vendor to identify the suitable product for the requirement of the business.
- Track vendor performance against key metrics specified in contracts (SLAs, KPIs).
- To ensure identification & empanelment of vendors as per procurement policy.
- To ensure zero-tolerance with respect to any deviations from the applicable policies.
- Cultivating and maintaining strong relationships with key vendors.
- Evaluate the cost savings of technology systems provided by vendors.
- Evaluate financial stability, security practices, and legal compliance.
- Track and analyze performance metrics related to specific services delivered by vendors.
- Evaluate financial stability, security practices, and legal compliance.
- Evaluation and acquisition (RFP, TE, PAR, Board Paper).
- Assist in Annual Risk Control Self-Assessment (RCSA).

THE PERSON

- Possess a Degree or equivalent qualification in Finance and Administration.
- Possess at least 5 years' of experience in Vendor Management and Procurement process.
- Fluent in English with strong written and verbal communication skills.
- Good understanding of industry trends, emerging technologies.

Please login to <https://www.ndbbank.com/careers> to apply on or before 22nd July 2024.

We will correspond only with the shortlisted applicants
"We are an equal opportunity Employer"



Vice President Human Resources