

Job Description

1. **Official name of the designation:** Vendor Management Executive
2. **Educational qualifications required:** BE
3. **Prior experience/skillsets required:**
 - Admirable communication skills
 - Ability to make spontaneous decisions.
 - Constant Coordination with team to keep track of project's progress
 - Directorial skills in supporting team with required materials to perform tasks towards completion.
 - Competency in understanding products, policies and regulations.
 - Managerial skills to fulfill activities or tasks in a concise and professional manner and record as expected.
4. **Roles and responsibilities:**
 - Managing day to day Service Delivery operations
 - Achieve SLA's, maintaining reports and meet process requirements
 - Responsible for end to end delivery to our customers
 - Conducting kick off meetings and client collaborations
 - Accountable for support provided to both existing and new clients
 - Constant and thorough interaction with clients for smooth functioning of projects and deliverables.
 - Weekly reports of individual teams detailing resource utilization on active projects.
 - Calling weekly Production Meetings to understand project requirements.
 - Sourcing freelancers on analyzing team bandwidth and project requirements.
 - Constant collaboration with vendors for deliverables and billing.
 - Constant coordination with VO artists and vendors for on time deliverables.
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5. **Reporting hierarchy (reporting to):** CEO/President
6. **Compensation offered:** 5.5 Lakhs p.a

NOTES: If you have any doubts, please write to careers@focusedumatics.com