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Position: Vendor Management Contracts Administrator; Arrow Electronics, Inc.

Location: Melville, New York

Contact: www.arrow.com/careers, job ID #8618,
Vendor Management Contracts Administrator.

Arrow Electronics, Inc., a Fortune 500 company (ranking: 209), is one of the world's largest electronics distributors, and one of Fortune Magazine's 'Most Admired Companies'. Arrow Electronics is a global provider of electronic components, computer products, technical solutions and supply chain management services to some of the most successful companies around the world. We know that it takes dynamic and talented people to run a global business like ours. With a commitment to shared leadership, Arrow has an environment that fosters growth and development.

At present, we have an excellent opportunity for a Vendor Management Contracts Manager in our Melville, New York location.

Summary: Negotiate low and medium complex deals and assist in the negotiation of highly complex deals. Develop and maintain form agreements. Monitor contract adherence and work with staff to monitor vendor performance. Provides consultation to clients and develop remediation plans where needed. Contributes to creation of Vendor Management policies, process and best practices.

RESPONSIBILITIES:

-Negotiate low and medium complexity deals. Work with line staff to develop and document requirements (including service descriptions and Service Level Agreements, as appropriate), select vendor and negotiate terms. Interact with all levels of Arrow IT staff and vendor staff. Understands and communicates organizational scope and direction.

-Assist in negotiation of high complexity deals. Attend negotiations, and draft agreed to changes.

Monitor contract to ensure adherence. Work with line staff to monitor vendor performance and develop remediation plans as needed. -Provides consulting to clients for vendor related issues.

-Develop and maintain Arrow standard boilerplate contracts.

-Contributes to creation of Vendor Management policies, processes.

-Able to understand how own area integrates within Corp IT to achieve the business objectives.

BASIC QUALIFICATIONS:

Educational Requirements/Skills

-BA/BS Level Degree or equivalent experience and training

-4-6 equivalent experience

-Ability to work on multiple projects simultaneously while prioritizing work. Negotiation skills, written and verbal skills. Knowledge of risk management and contract language.

-Independently resolves issues as they arise. Applies specialist skills and knowledge and may help define the standards and specifications within their specialty.

- Ability to access, mitigate and manage risk and escalate where appropriate
- Developed communication and diplomacy skills used to guide, persuade and influence others internally or externally.

We offer a competitive salary and comprehensive benefits package, which includes tuition reimbursement, employee stock ownership plan, health and dental plans, 401(k), and a unique sabbatical program. Please visit our careers website and apply online at www.arrow.com/careers, job ID #8618, Vendor Management Contracts Administrator . We are an equal opportunity employer.