


Vendor Management Specialist

Ovex technologies Pakistan (Pvt) Ltd

	Total Positions: 3	Experience: 4-6 Years
	Gender: Any	Travel Required: Not Specified
	Min Education: BACHELORS	Job Shift: Morning
	Career Level: Experienced (Non Manager)	Salary Range: Confidential
Category/Industry: Sales And Marketing, Business Development		Max Age Limit: 25-40 Years
Posted on: 06 January 2017		Expiry Date: 06 April 2017
Job Type: fulltime		

Job Description:

Ovex Technologies Pvt Ltd Is Looking For Vendor Management Specialist

- Prepare, update and manage weekly KPI reports to be submitted to the director of VM.
- Create & present weekly M&M presentations for the selling organisations.
- Manage Marketing Activity spreadsheet & implement activities as required.

Required Skills:

- Run Quarterly product reports and ROI analysis for partners.
- Manage Bid Desk AFE reporting, and all AFE requests, reporting & expense reports.
- Coordinate POP activities & provide monthly update.
- Organise and schedule meetings for vendors.
- Maintain a 4 hour response time on SRCs.
- Provide necessary reporting as needed for internal QBRs.
- Maintain the cleanliness of the storage room and securing the keys.
- Attend all weekly meetings as required.
- Manage project based activities as needed.

Required Skills:

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