

# Vendor manager coordinator [HR]



London Basel Sofia

A stylized map of Europe is shown at the bottom of the page, composed of a network of teal lines and dots. Three location pins are placed over the map, with labels 'London', 'Basel', and 'Sofia' below them.

# The Company

OVER 10 YEARS OF EXPERIENCE IN DIGITAL HEALTH

We are advisors, designers, and developers who help pharmaceutical, biotech and healthcare organisations **overcome technology challenges, build innovative business models, optimise, and automate processes and increase customer satisfaction.**

## **About the role**

Do you consider yourself:

- Extremely organized with excellent time management skills
- People person with delicate approach
- Technically oriented with sense of curiosity of the IT sector
- With eye for the details and "one step ahead" attitude

**If so, then continue reading, because we want to present you with the opportunity of becoming the Right Hand of our Vendor manager on the role of Vendor Management Coordinator.**



## WE WILL TRUST YOU WITH

- Preselect incoming CVs from vendors whether they fit into the position requirements.
- Prepare CV templates for sending.
- Collect necessary information and create Job Descriptions based on templates. (must have's, nice to have's)
- Maintaining a Billable Employees Team.
- Monthly evaluation of the vendor's performance and improve it (collect feedback from PM, SA and from customer)
- Vendor resources eNPS collection (follow internal eNPS frequency).



- Conduct regular meetings with all subcontractors and collect feedback regarding their employment experience.
- Create reports after the meetings and present them to the Vendor RM.
- Attend to interviews and evaluate cultural and psychological fit.
- Execute internal onboarding.
- Plan, organize and facilitate project onboarding with PM and Team Leads.

Support to the Vendor RManager with other activities regarding the resource workflows.



## Technical & Soft Skills

Organized person with eye for the detail



Excellent organizational and time management skills

The ability to multitask effectively

Smooth communication skills

Interested in working with diverse multicultural teams

Working knowledge of interview techniques and applicant screening methods

Excellent English – verbal and written



Good knowledge in MS Office package



Basic knowledge in software technologies



Experience conducting various types of interviews (i.e., phone, video, etc.)



Demonstrated ability to establish effective and cooperative working relationships built on trust.



Support RM with remote employees' Rewards framework.

Ability to manage a wide range of relationships with a variety of stakeholders  
Ability to effectively resolve conflicts



# Our benefits for you



Professional growth and learning as well as personal development



Flexible working hours and Work-Life Balance of extraordinary importance



Additional health insurance with dental insurance



22-25 annual paid leave. Remote, hybrid or office work mode



Multisport card reimbursements



Straight-to-the point, transparent, fun, and friendly company culture



Special occasions bonus and many more!